



**The Neale-Wade Academy**  
**Full Governing Board**  
**Minutes**  
**Wednesday 11<sup>th</sup> May 2016 at 5pm**  
**Hapi Meeting Room**

Present:	A Pugh (Chair), J Wing (Exc. Head), N Jones (Vice), K Butcher, J Nickalls, C Howlett, M Brown, R Watts, A Carlin, A Triggs (arrived 6pm)	
In attendance:	K Reeson (Clerk),	
Apologies:	A Chandler	
Agenda Item	Notes	Action
	<b>All relating documents were circulated before the meeting unless stated</b>	
1.	<b>Welcome &amp; Apologies for Absence</b> Apologies were received and accepted from A Chandler.	
2.	<b>Declaration of Pecuniary &amp; Non-Pecuniary Interest</b> No new declarations were indicated.	
3.	<b>Minutes of the Last Meeting 24/2/16</b> The minutes of the last meeting were accepted and signed as a true record. <b>Matters Arising</b> 3) Skills Audit: following recent updates to Governor details the clerk will contact the ALT to establish any deficits in skills areas 5) Heads report: additional information on Prevent will now be included 13) TOR: any outstanding queries will be addressed at the ALT Heads Conference next week	<b>CLERK</b>  <b>J WING</b>
4.	<b>Principals Report</b> JW took the governors through the most recent principal's report. Points to note included: <ul style="list-style-type: none"> <li>• 2016 Year 7 intake is currently expected to be 232 (40 more than anticipated)</li> <li>• Levels of exclusions are in line with other schools in the Local Authority</li> <li>• Alleged bullying incidents are dealt with early</li> <li>• 3 referrals have been received under Prevent but did not proceed to channel panel stage</li> <li>• Attendance is at or above National average (currently 95%)</li> <li>• Y11 attendance figures have dipped due to study leave for some</li> <li>• Persistent Absence is now measured at 10%. Against this we have 13.3% students who are PA</li> <li>• The termly reporting census is due to be sent next week</li> </ul> <p><b>GOVS: what was the educational trip to CEFE on 28<sup>th</sup> April?</b>            This was a trip to London by Year 10 students linked to the CEFE Finance course we are currently delivering.</p> <p><b>GOVS: the measure of PA students appears high. How does this compare nationally?</b>            The average PA figure is 11%. Considering the demography of our area (high deprivation) our attendance figures are very impressive.</p>	

1 signed:

5.	<p><b>Ofsted Inspection Trail Document</b></p> <p>The Executive Head gave members a detailed explanation of the Ofsted Trail document and invited questions from governors.</p> <p><b>GOVS: what percentage of good teaching needs to be observed in order to achieve the 'good' criteria?</b></p> <p>Observations during an Ofsted inspection are not rated and actual figures do not exist in the common inspection framework.</p> <p><b>GOVS: 80% of lessons are currently rated as good or outstanding following the last set of observations. Is this figure supported by the triangulation of other evidence?</b></p> <p>When lessons are observed, the pupils' books and progress is also taken into account. The quality of marking and student feedback, using green pen, is key to ensuring students make measured progress. The most recent Key Stage 3 data also supports this figure.</p> <p><b>GOVS: green pen?</b></p> <p>Students are given specific feedback and tasks to ensure learning is embedded. This could be spelling a key word correctly 10x or expanding an answer to demonstrate further knowledge.</p> <p><b>GOVS: could we see the KS3 data?</b></p> <p>Yes, this can be circulated and the head of KS3 can present information to the full governors as necessary (currently presented to Standards Group only).</p> <p><b>GOVS: some subjects did not deliver expected results last year. Where are we this year?</b></p> <p>Current data from recent PPE exams shows we can expect improved results in MFL and IT. Predictions for History are variable as the cohort of students taking exams this year is larger than in previous years. The result of this is more students with weak literacy skills will be taking the exams.</p> <p><b>GOVS: are Pupil Premium students included in your figures?</b></p> <p>Yes, evidence based interventions are helping to close the gap with non-PP students and Attainment 8 predictions are good. We refer to information from The Sutton Trust when assessing the impact of interventions.</p> <p><b>GOVS: what is SOLO &amp; HOTS?</b></p> <p>SOLO Taxonomy designed to track and ensure deep levels of understanding, skill and knowledge through clear, progressive learning outcomes. HOTS are Higher Order Thinking Skills.</p> <p><b>GOVS: do supply teachers use the 'C' System to assist with behaviour management?</b></p> <p>All supply staff receive an induction with details of how to use the 'C' System, Fire procedures etc. Wherever possible we book the same supply staff as they are familiar with all of our support systems.</p> <p><b>GOVS: is there any additional intervention available from the ALT to help boost Maths support?</b></p> <p>They have assisted in the past, but we can check if anything new has been introduced. JW will enquire at the ALT Heads Conference.</p>	<p>CLERK to circulate</p> <p>CLERK to circulate</p> <p>J WING</p>
6.	<p><b>Financial Controls Manual</b></p> <p>The Chair of the F&amp;P Committee advised members of minor amendments to the FCM to account for changes of personnel and credit card authorisations.</p> <p><b>Governors agreed to the changes recommended by the F&amp;P committee.</b></p>	
7.	<p><b>Business Continuity Plan</b></p> <p>Governors were made aware of recent minor changes to the BCP to reflect changes in personnel. Governors requested for future amendments to be put before both committees.</p>	CLERK
8.	<p><b>Committee &amp; Panel Structures</b></p> <p>Following recent changes to the LGB membership the statutory committees and panels were reviewed. The Clerk will update details on the website. Governors agreed:</p> <p>All members will be available for selection to serve on the following panels if necessary:</p> <ul style="list-style-type: none"> <li>• Staff Disciplinary Hearings</li> <li>• Pupil Exclusion Hearings</li> <li>• Complaints Hearings</li> </ul>	CLERK

2 signed:

	In addition, the following membership was agreed for the regular committees:					
	<table border="1"> <thead> <tr> <th><u>Finance &amp; Premises</u></th> <th><u>Personnel</u></th> </tr> </thead> <tbody> <tr> <td>Adam Triggs – Chair Jason Wing Andrew Pugh Nichola Jones Claire Howlett Maggie Brown</td> <td>Jenny Nickalls – Chair Jason Wing Andrew Pugh Amanda Carlin Anthony Chandler Ricky Watts</td> </tr> </tbody> </table>	<u>Finance &amp; Premises</u>	<u>Personnel</u>	Adam Triggs – Chair Jason Wing Andrew Pugh Nichola Jones Claire Howlett Maggie Brown	Jenny Nickalls – Chair Jason Wing Andrew Pugh Amanda Carlin Anthony Chandler Ricky Watts	
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9.	<p><b>Committee Reports</b></p> <p><b>Finance &amp; Premises</b> The committee chair took members through the minutes of the last meeting. The governors queried if there were any anticipated problems when the IT support hands over from Dell to RM. The only concern is if the reporting of exam results is compromised in August.</p> <p><b>Personnel</b> The committee chair invited any questions regarding the minutes of the meeting. <b>GOVS: our numbers of TAs are low. Are they effective?</b> Our SEN support staff have developed into a highly skilled team. They undertake regular CPD and have been invited to other schools to share best practice. <b>GOVS: do we employ many unqualified teachers?</b> There are a few highly experienced staff members who teach on a regular basis.</p> <p><b>[Post meeting note: currently we have 15 Unqualified Teachers, which is 16.48% of our teaching staff. This is expected to change in September]</b></p>					
10.	<p><b>Link Governor Reports</b> There are no recent visits to report on. The governors held a short discussion on the roles and responsibilities of the Link governors. <b>It was agreed the Chair, Vice-Chair and Clerk would meet to clarify expectations.</b></p>	<b>CLERK to arrange</b>				
11.	<p><b>Policy &amp; Procedures Updates</b> A short update was given to governors on why it was necessary to update the booking form for lettings. It was felt the addition of an optional 10% levy for late-payment and clarification of the payment timescale (21 days) was required. <b>Governors agreed to the changes recommended by the F&amp;P committee.</b></p>					
12.	<p><b>Parent, Staff &amp; Student Feedback</b> Governors were advised on the current methods to engage with key academy groups. <b>Parents:</b> feedback is collated from parental questionnaires after each Parents Evening. Information is given to encourage parents to complete Ofsted Parentview feedback online. Data is available. <b>Staff:</b> termly meetings of ‘Staff Voice’ gives the opportunity to address concerns, and to directly question the Principal. Minutes are available. An informal ‘Tea with the Principal’ is arranged on an occasional basis. <b>Students:</b> Todd Woollard currently oversees the ‘Student Voice’ forum. Regular meetings generate questions from students that are asked of the whole school to gather opinions on key issues.</p> <p><b>It was agreed the Governors would like to see any available feedback from these groups.</b></p> <p><b>[Post meeting note: Student Voice have requested a meeting to feedback their success directly to Governors. The Clerk will make arrangements as soon as possible]</b></p>	<p><b>CLERK to circulate information</b></p> <p><b>CLERK</b></p>				
13.	<b>ALT Business</b>					

3 signed:

	AC gave feedback on the recent ALT HUB meeting and commended the content and quality of the training given. The clerk will circulate the associated presentation to all governors.	<b>CLERK</b>
14.	<b>AOB</b> The draft dates for next year's meetings were agreed and will be formally circulated and added to the website.	<b>CLERK</b>
15.	<b>Date of Next Meetings</b>	
<b>Meeting closed at 7.25pm</b>		

4 signed: