

Burrowmoor Primary School & Neale Wade Academy

Local Governing Body Meeting

Wednesday 3rd April 2019

MINUTES

Governors Present:

Mrs A. Carlin
Mrs D. Hawkes
Mr A. Pugh (Chair)
Mrs T. Whyte
Mr J. Wing

Rev A. Chandler
Mrs N. Jones
Rev A. Smith
Mr D. Williams

Officers Present:

Mrs F. Delve
Mr J. Rowland

Mrs K. Jarvis
Mr A. Welling

| Item | Notes | Action |
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| 1. | <p><u>Welcome & Apologies</u></p> <p>Mr Pugh welcomed all present. Apologies had been received and were accepted from Mr Butcher, Mrs Nightingale, Mrs Graham and Mrs Long.</p> | |
| 2. | <p><u>Declaration of Interest</u></p> <p>Mrs Jarvis clarified the circumstances for which governors need to declare Business Interests. She added that the Declaration of Interests Register should be available on the schools' websites. This will remain a standard agenda item so that governors can declare any additional interests relating to items on the agenda.</p> <p>No member present made a declaration for the circulated agenda.</p> | |
| 3. | <p><u>Minutes of the Last Meeting & Matters Arising</u></p> <p>The minutes of the meeting held on 5th December were confirmed as a true record.</p> <p><u>Matters Arising :</u></p> <p>3. Mrs Jones asked about the Staff wellbeing survey that ALT had commissioned. Mr Wing confirmed that the results had been shared with senior staff, and agreed to present a summary at the next meeting.</p> <p>3. Mrs Whyte asked if No More Marking has impacted staff workload. Mr Wing explained that this was in its early days and would need time to embed. It requires a culture change from staff, but feedback is strongly encouraging, with collaborative work developing across the schools. The highlighter challenge is still in place. He said that work on the school curriculum continued to gain credence and is being built upon to ensure meaningful assessment. Mr Welling added that emphasis is on student outcomes, with feedback to parents and pupils focusing on progress.</p> | |
| 4. | <p><u>Finance Report</u></p> | |

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| | <p>In the absence of Mrs Graham and Mrs Long, Mr Wing and Mrs Hawkes presented the financial reports. Governors confirmed they had received and reviewed the reports prior to the meeting.</p> <p>Neale-Wade Academy The in-year budget will be a challenge going forward, but a strong carry forward will support this due to astute financial management in past years.</p> <p>Funding has been effectively lost over due to the LA diverting funds to High Needs. This has resulted in an average reduction per child of £40.</p> <p>Redundancies have been avoided, but staff leavers are not being replaced.</p> <p>Mrs Jones asked why there is a -£87k variance of year to date income, yet the anticipated full year figure is +£59k. Mr Wing will ask Mrs Graham to contact Mrs Jones to clarify, but highlighted in-year changes to PRU, on-line learning and alternate provision. Mrs Jones asked about overspends showing, eg professional services, online learning and alternative provision. Mr Wing explained the difference between NISAI and PRU funding income and expenditure.</p> <p>Burrowmoor Primary School Mrs Whyte asked if catering costs are expected to alter under Caterlink. Mrs Hawkes replied that these are not expected to increase and there may even be a small profit based on current projections.</p> <p>Mrs Jones asked why there is an underspend on TA costs. Mrs Hawkes explained that recruitment and long-term sickness have been an issue. There is currently an advert out to fill a vacancy.</p> <p>Health & Safety Mr Pugh reported that he has carried out health & safety walks at both sites with no major issues raised. Mr Wing informed governors that a recent external health and safety audit at Neale-Wade was highly successful with 94% of areas considered being found compliant. The remaining issues have been addressed as required.</p> <p>Governors asked that thanks to Mrs Graham and Mrs Long be noted in their absence for the outstanding work they continue to carry out on finance and health & safety.</p> | <p>EG to be asked to contact NJ</p> |
| <p>5</p> | <p><u>Deputy Principal Reports for Neale-Wade Academy</u></p> <p>Mr Welling took governors through the reports that had been circulated prior to the meeting. The following were highlighted/discussed:</p> <ul style="list-style-type: none"> • Initial admission numbers for Year 7 intake in September 2019 are 260. Indicative numbers show an increase to 1540 on roll over the next four years. • Exclusions have reduced by 35-40%. This can be attributed to strategies applied, efficient use of the pupil support unit (where pupils are taught in smaller groups) and a more inclusive provision. However, pupils who attend an alternative provision do have a huge impact on the school budget. • There are currently 13 LACs on roll. This is low compared to recent years. The LA have been challenged which has resulted in a decrease in LACs being allocated to NWA. It was noted that if school are asked to take pupils in-year in Year 11 it can have a negative effect on summer exam results. • Racial incidents are rare. Of the 6 reported up to March 2019, all were considered of low risk and dealt with in-house, with parental support. | |

- A new Attendance Officer has been appointed and already having impact. Attendance is at 92.15%. Case studies were referred to with 12 pupils in Year 12 having legitimate attendance issues, and if these students were removed from the data the attendance average would increase to 96%. Governors were asked to note that NWA does not off-roll students. In response to a question, Mr Wing confirmed that two sets of data are collated to show the differing pictures.
- Persistent Absence sits higher than the national expectation at 15%, but if students identified with issues are removed the picture again drops to within national figures. Attendance fines are being issued – this often results in parents opting to home-educate. Governors were asked to note that the DfE intend to introduce a register system for pupils who are home-educated.
- Educational Visits are a huge success at NWA. Mr Welling spoke about some of visits that have taken place since the last meeting and the benefits they have had for pupils. He particularly highlighted visits initiated by Mrs Nightingale where Year 10 people link with a local retirement home. It is hoped that this will be sustainable in further years. In addition, Year 11 pupils not aspiring to university have visited local work-place companies, and Years 9 and 10 have visited Lincoln University.

Mr Rowland covered standards briefly, highlighting Year 11, as it was noted that the Standards Committee had received a full and detailed report on standards and progress throughout both schools.

- A number of strategies are in place to support students and recent testing has identified areas that are susceptible. Breakdowns for each subject were discussed. Maths is being boosted as indicators show a drop. Easter clubs are planned with identified students being invited to attend. PIXL testing allows analysis of where issues are and which students are under-performing.
- Most students have been switched to the French Foundation course (L5 still possible)
- Science scores will improve as the tests were taken before all the course content had been taught.
- Year 11 students will not start study leave until 14th June - this is approx. two weeks later than in previous years.
- A new set of raw-score data will be available on Friday 5th April, which will be analysed fully, gaps in learning identified and addressed.

6. **Headteacher's Report for Burrowmoor Primary School**

Mrs Hawkes took governors through the reports that had been circulated prior to the meeting. The following were highlighted/discussed:

- The number on roll is fluid. It currently sits at 445 (inc. nursery).
- Pupil premium students are high at 28%.
- Attendance at 94% has been impacted by a recent outbreak of chickenpox. The effected classes attendance data is 90.8% and 92.5%. Staff chase low attenders daily and home visits are carried out to collect children if necessary. Breakfast was successfully offered to Year 6 during mocks (and will be during SATs) to encourage attendance.
- The report shows no further exclusions,

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| | <p>[REDACTED]</p> <ul style="list-style-type: none"> • The Standards Committee have seen a full set of pure data (teacher assessment), therefore governors were given an overview. Mrs Hawkes stated that she is confident that results will be improved from last year. She added that the Year 6 team are working hard with identified pupils. • Governors were interested in the section of the report showing strengths and concerns that was presented to a recent Trustee Board meeting. • AIG meetings result in an Action Plan that Mrs Hawkes agreed to provide for governors at future meetings. <p>Mrs Whyte asked if the text introduced to support English is from books. Mrs Hawkes explained the new initiative, how it works and how there will be greater focus materials used to give coherence to activities. Teachers and pupils have been receptive to the scheme.</p> <p>[REDACTED]</p> | <p>DH to provide AIG AP</p> |
| <p>7.</p> | <p><u>Policy & Procedures Updates</u></p> <p>Governors confirmed that they had received and reviewed the policies relating to Neale-Wade Academy that were circulated prior to the meeting. All presented were approved:</p> <p>Behaviour for Learning Safeguarding (approved via email previously) E-Safety Careers Sexual Education SEND Attendance</p> | |
| <p>8.</p> | <p><u>Link Governor Reports</u></p> <p>Governors who had visited schools since the last meeting gave the following updates:</p> <p>Mrs Carlin: Safeguarding. All governors will need to attend safeguarding training during the next half-term. Dates will be circulated. Mr Pugh has additional responsibilities that Mrs Carlin will discuss with him separately.</p> <p>Mr Williams: SEND. Has met with NWA staff. Would like it noted that staff are doing a good job [REDACTED] He explained how his visits were structured and the resulting template that will be audited annually. This will be rolled out to Burrowmoor during a visit next term. [REDACTED]</p> <p>[REDACTED] Mr Williams concluded his report that he has heard positive comments around March regarding Mrs Hawkes.</p> <p>Mrs Carlin: LAC. Covered in Safeguarding report.</p> <p>Mr Pugh: Health & Safety. Covered in school reports, however Mr Pugh added that there are no areas of concern at Neale-Wade. Issues raised at Burrowmoor are minor, and being addressed.</p> | <p>All to attend Safeguarding training</p> <p>AW to confirm data</p> |

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| | <p>Rev Chandler: Attendance & Behaviour. Covered in school reports, and the introduction of two new policies (see item 7).</p> <p>Mrs Jarvis reminded of the need to compile a folder of feedback sheets for referral and evidence.</p> | Feedback to be collated & filed |
| 9. | <p><u>ALT Business</u></p> <p>Following the death of Mr Peile, Mrs Jarvis was able to update governors on the position regarding the recruitment of a new CEO for ALT. Final interviews will take place in early May.</p> <p>Mrs Jarvis was also able to update governors on the Summary Evaluation Process carried out by Ofsted in late January 2019. Governors were thanked for their contribution. Three recommendations were highlighted in the report:</p> <ol style="list-style-type: none"> 1. Develop & implement the Trust's approach to providing a consistently high quality curriculum so that all pupils, particularly those who are disadvantaged and potentially highest achieving, can excel. 2. Ensure that middle leaders work effectively within schools and across the Trust to improve the consistency and quality of teaching and learning within their respective areas of responsibility. 3. Improve the effectiveness of the local governing bodies, so that they hold school leaders more rigorously to account for pupils' achievement and the quality of teaching and learning. <p>No 3, which related directly to governors, will be covered in the September governors training session.</p> | |
| 10. | <p><u>Any Other Business</u></p> <p><u>Burrowmoor:</u> Governors were informed that Mr Wing's term as Executive Head at Burrowmoor ends at Easter.</p> <p><u>Neale-Wade:</u> A letter has been received from the Art Department requesting permission to sell on unused pottery wheels to fund some photography equipment. There was some uncertainty over whether the pottery wheels should be kept, but governors agreed that if the SLT of NWA felt this was the best way forward they would have no objections. Mrs Jarvis cautioned the use of ebay as a selling vehicle and suggested it should be avoided if possible.</p> <p><u>Burrowmoor:</u> The process is underway to elect a new parent governor at Burrowmoor.</p> | |
| 11. | <p><u>Date of Next Meeting</u></p> <p>The date of the next meeting was confirmed as 17th July 2019.</p> | |