



An Active Learning Trust School

**The Neale-Wade Academy**  
**Full Governing Board**  
**Draft Minutes**  
**Wednesday 2<sup>nd</sup> December at 5pm**  
**Reception Meeting Room**

Present:	A Pugh (Chair), J Wing (Exc. Head), N Jones (Vice), K Butcher, A Carlin, A Chandler, A Triggs (arrived 6pm)
In attendance:	K Reeson (Clerk)
Apologies:	G Langley, J Nickalls

Agenda Item	Notes	Action
1.	<b>Welcome &amp; Apologies for Absence</b> Apologies were received and accepted from G Langley & J Nickalls.	
2.	<b>Declaration of Pecuniary &amp; Non-Pecuniary Interest</b> No new declarations were indicated.	
3.	<b>Minutes of the Last Meeting 23<sup>rd</sup> September 2015</b> The clerk noted an amendment to the draft minutes relating to the apologies of K Butcher. The minutes of the last meeting were accepted and signed as a true record.  <b>Matters Arising</b> Appendix 1 – it was noted the governors need to revisit this item in July 2016.	<b>AGENDA ITEM</b> Diarised
4.	<b>Principals Report</b> JW took the governors through the most recent principal’s report. Points to note included: <b>School Characteristics:</b> a breakdown of data was provided showing numbers of students in each year group, %FSM, %EAL etc. <b>GOVS: why is there a drop off in student numbers in Y13?</b> Some students find employment after completing AS qualifications, some switch to different courses at college and some do not perform well enough in their AS subjects to continue A2. <b>GOVS: are there additional staffing costs involved in educating EAL students?</b> No, historically EAL students have been integrated into the academy, immersed into the curriculum and have successfully achieved; contributing to overall results. However, TCA have recently reduced their overall intake numbers which will impact on our EAL figures and possible outcomes. The academy is working hard to reduce the attainment gap and improve levels of progress for all disadvantaged students.	

1 signed:

	<p><b>Exclusions:</b> figures are higher than in the last couple of years with several recent incidents of students swearing at staff members. This has been dealt with very swiftly and stronger pastoral leadership is now taking effect.</p> <p><b>GOVS: the academy (and JW) have had a lot of negative comments on local social media sites regarding bullying and behaviour. Should we be addressing this with standardised responses?</b></p> <p>The ALT has always declined to respond to social media comments but it could be worth investigating further. <b>N Jones will contact the Trust to discuss available options.</b></p> <p><b>Racial Abuse:</b> 4 incidents in the reporting period.</p> <p><b>GOVS: has there been any inappropriate racist behaviour following the Paris attacks?</b></p> <p>No.</p> <p><b>Trips:</b> sporting fixtures are now included when reporting trips off site.</p> <p><b>Attendance:</b> PA figures are in line with national expectations.</p>	<b>N JONES</b>
5.	<p><b>Post-16 Results 2015</b></p> <p>Item deferred to next meeting.</p>	<b>AGENDA ITEM</b>
6.	<p><b>Annual Performance Appraisals</b></p> <p>JW reported that 15 teaching staff had been awarded additional performance related pay increases. These were measured against the achievement of individual targets and will result in an increase of approx. £27,500 expenditure against the staffing budget.</p>	
<b>A Triggs arrived at 6pm</b>		
7.	<p><b>Feedback from External Inspections</b> (reports circulated at meeting)</p> <p>JW took the governors through the reports from Ian Seath &amp; Associates Ltd (independent external advisors), the DfE and Ofsted. All reports highlight progress in key assessment areas and recognise where good practice has been successfully incorporated. Further recommendations to aid improvement have been given and will be incorporated where necessary. Highlights include:</p> <p><b>Ian Seath &amp; Associates Ltd</b></p> <ul style="list-style-type: none"> <li>• Progress measures indicate a broad momentum of improvement</li> <li>• English results are strong</li> <li>• Persistent absence has improved markedly</li> <li>• Good development of learning skills is apparent</li> <li>• The use of SPAG comments shows promise</li> </ul> <p><b>DfE</b></p> <ul style="list-style-type: none"> <li>• Solo taxonomy appeared to have great value to impact on literacy across subjects e.g. preparing pupils to understand specific language used in examination questions</li> <li>• The desire to learn and draw on best practice in other schools is proactively encouraged through visits</li> <li>• Behaviour was very good in lessons and caused no concern during break and lesson changeovers</li> </ul>	

	<ul style="list-style-type: none"> <li>• A number of sixth formers are clearly proud to be part of the academy</li> </ul> <p><b>Governors are reminded that comments relating specifically to the Ofsted report are confidential until the report has been published. A separate confidential summary is attached.</b></p>	
<p>9. (taken out of order)</p>	<p><b>Committee Reports - minutes attached.</b></p> <p><b>Finance &amp; Premises 25/11/15</b> Following a request from the governors the finance department have simplified their reporting methods to assist with understanding the data. The budget is following projected expenditure although recruitment costs may increase slightly to meet demand.</p> <p><b>Personnel 25/11/15</b> The committee have asked for clarification from the ALT on how to meet their responsibilities in the TOR. There are currently 3 teaching vacancies and 2 maternity leave vacancies. Staff absence is higher than usual but this is being addressed under the Absence policy.</p> <p><b>Standards Group</b> This was the first meeting of the group. The focus of the meeting was to review underperforming areas - MFL, Art and History. It was too early to see if the Academy's interventions were working, but this will be considered at the next meeting. Maths is not currently as strong as English in the Academy so additional early morning sessions are being run to ensure students make expected progress, and these are well attended. The Academy is planning to raise awareness of the importance of PPR tests amongst students and parents. The triangulated assessment of quality of teaching is 75% good or better. The governors are also planning to review the process of book scrutiny within the Academy.</p>	
<p>8. (taken out of order)</p>	<p><b>Fenland Partnership ( FP) Update</b> The FP schools meet twice a year to share expertise and discuss local educational issues. A main area of discussion has been the proposed change in the funding formula in Cambridgeshire which would have resulted in south Cambs schools receiving more money and north Cambs schools (i.e. NWA) receiving less. This is now under review by the Local Authority and funding levels currently remain the same.</p> <p>The BFS contract for ICT services is coming to an end and SHS &amp; CCC have done a lot of work with 9ine to determine what levels of service and support are needed in the future.</p> <p><b><i>GOVS: does the academy or governors have the expertise to evaluate the potential service providers to ensure best value and/or the service &amp; support package offers what is required for future needs?</i></b></p>	

	<p>By accessing the information collated by other FP academies, NWA have been able to put together their own service level agreement for the tendering process. ALT &amp; SLT will consider all options carefully.</p> <p><b>A Triggs offered to review the process and report back to governors.</b></p>	<b>A TRIGGS</b>
10.	<p><b>Link Governor Updates &amp; Reports</b></p> <p>The clerk briefly explained the changes to the distribution of link governor roles. However, with recent governor resignations, two areas will need to be re-designated following the recruitment of new governors.</p> <p><b>Behaviour Report</b></p> <p>AC took governors through his recent visit to the academy to monitor behaviour in and around school at different times of the day. He noted that all staff were on top of maintaining good standards of behaviour and students know what is expected of them.</p>	
11.	<p><b>Policy &amp; Procedures Updates</b></p> <p><b>NWA Whole School Pay Policy</b></p> <p>The governors expressed concern over the process of approval for the Pay Policy. It was felt both sub-committees should have considered the merits of the policy before presentation to the full LGB for acceptance. Guidance notes on the changes to the policy were provided by the Trust.</p> <p><b><i>GOVS: are staffing costs charged back to Burrowmoor Primary School for teachers and administrators who assist them?</i></b></p> <p>Yes, all costs are either charged back or staff are separately contracted to BPS.</p> <p><b><i>GOVS: can we have clarification on how the ALT expect some of the procedures to be implemented?</i></b> *see note below</p> <p><b>ALT HR Policies</b></p> <p>The governors discussed the difficulties of being presented with a large number policies for approval and felt more time was needed for proper consideration.</p> <p><b><i>GOVS: where do we stand legally if we accept policies without question, that are later challenged?</i></b> *see note below</p> <p><b>*The governors agreed to the above policies in principle but decided to defer approval until further clarification had been sought from Jan Steel at the ALT regarding implementation and expectations of governor responsibilities. Following this, the sub committees of the LGB will discuss how to ensure they are meeting their core responsibilities.</b></p> <p><b>[Post meeting note: Jan Steel provided further information which was forwarded to all governors. The Chair recommended immediate approval of all policies.]</b></p>	<p><b>CLERK to contact ALT</b></p> <p><b>COMMITTEES AGENDA ITEM</b></p>

12.	<p><b>Governor Vacancies</b>  Following the recent resignations of H Ludlow and G Langley, we currently have the following LGB governor vacancies:  1 X Teaching Staff  1 X Non-Teaching Staff  1 X Parent  1 X Trust</p> <p>The clerk explained the recent staff election was unsuccessful in recruiting a replacement and asked the governors to consider appointing to these positions under the advice of JW. <b>Agreed.</b>  The position of Trust governor has been vacant for several months. After a short discussion it was agreed to ask the ALT for the results of the recent governors' skills audit to enable the LGB to identify suitable candidates for consideration. <b>The Chair will contact K Jarvis at the trust for this information.</b></p> <p><b>[Post meeting note: due to statutory timescales in the election process, the parent governor election will be held early next term]</b></p>	<p><b>J WING</b></p> <p><b>A PUGH</b></p>
13.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• The Remembrance Day assembly was a fitting tribute and very well organised. Would it be possible to raise the profile and involve more students? JW will discuss with organisers.</li> <li>• Could a letter of thanks, and possible an exit questionnaire, be sent to the departing governors? Yes.</li> <li>• Could the sports department investigate applying for a Living Sports Award considering the talented and actively competitive students we have? JW will pass suggestion on.</li> <li>• Could governors have access to Raise-on-Line? The dashboard data is very good but appropriate governor pages will be circulated as soon as possible.</li> <li>• Prevent Training – at NWA training day Monday, 4/1/16 – time to be confirmed.</li> <li>• Employability Day – 21/01/16, info emailed</li> <li>• FFT &amp; NGA logins – now activated, any problems? One governor reported password problems which the clerk will investigate.</li> </ul>	<p><b>J WING</b></p> <p><b>CLERK</b></p> <p><b>J WING</b></p> <p><b>J WING &amp; CLERK</b></p> <p><b>CLERK</b></p>
14.	<p><b>Date of Next Meetings</b>  F&amp;P 13/1/16 at 5pm  Personnel 13/1/16 at 6pm  Full LGB 20/1/16 at 5pm</p>	
<b>Meeting closed at 7.35pm</b>		