

MINUTES



LOCAL GOVERNING BODY OF RUSHY MEADOW PRIMARY ACADEMY

Wednesday 7th March 2018 at 6pm – Rushy Meadow Primary Academy

Present	Mrs Carole Cook (Chair) Mrs Mary Coggins Ms Helen Bretherick (Head of School) Mrs Jess Schalkwyk (Deputy Head Teacher) Ms Svenja Francis Mr Leslie Gunaratne Mrs Suzanna Challenger Mrs Pauline Cook
Also Present	Ms Sarah Farncombe (Clerk) Ms Karen Saffer (Deputy Head) Mr Alex Clark (CEO Cirrus Primary Academy Trust) Mrs Sharon Roberts (Deputy CEO Cirrus Primary Academy Trust) Mrs Natalie Lindsay-Scott (Assistant Head Teacher/SENCO)
Absent	Mrs Isabel Ramsey
Apologies	Mrs Isabel Ramsey

	ITEM	ENC
1.	Apologies for absence Apologies had been received by the Chair from Isabel Ramsey and consented.	
2.	Confirmation of quorum The meeting was noted to be quorate.	
3.	Declaration of any conflict of interest with items on the agenda None not already disclosed.	

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4.	<p>Board/Committee membership changes</p> <p>The meeting welcomed Suzanna Challenger, as the new parent governor, and introduced themselves.</p>	
5.	<p>Minutes of the previous meeting (30th November 2017)</p> <p>The minutes of the meeting were agreed to be an accurate record and a copy signed by the chair for filing.</p>	
6.	<p>Matters arising not discussed elsewhere</p> <p>None</p>	
7.	<p>Committee reports</p> <p>Admissions (5/2/18)</p> <p>Governors heard that the Admissions Committee had met and considered the criteria for admissions for Stanley Park Infants, Rushy Meadow and Kingsley Academies. Being an infant's school and having regard to the 30hour nursery provision the criteria for Stanley Park Infants had to be amended slightly. Having agreed the criteria for 2019 it has been published on the website by the 15th March as required by the Local Authority.</p> <p>The offer letters will be sent out on the 15th April.</p> <p>The LA appear to be under the misapprehension that Rushy Meadow have 28 reception places plus two for the Hearing Impaired Unit rather than 30 places. To date 27 offers have been made with 3 reserved for the Hearing Impaired Unit.</p> <p>There had been no applications made on the grounds of medical need.</p> <p>The Nursery will be running morning sessions which will release teaching capacity in the afternoons.</p> <p>By way of information Governors were informed that with regard to Amy Johnson Nursery, the PAN (Published Admissions Number) has been capped at 30. This recognises the drop in the number of reception children across the Borough.</p> <p>Finance (21/2/18) (combined)</p> <p>The Committee had principally focused on budgets and particularly the deficit for Rushy Meadow. Governors were advised that regrettably the although the deficit had originally been set at £161k the current</p>	

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	<p>forecast is for a £250k deficit. That said, there is still more work to do and it was looking as though the actual spends may be less than predicted.</p> <p>In view of the financial constraints any expenditure of over £200 now has to be signed off by the CEO or Deputy CEO of the Trust.</p> <p>Staffing costs at Rushy Meadow represent a much higher percentage of the budget than in the other Trust Schools and is more than would be generally expected.</p> <p>Whilst the financial position is not healthy it is under control and being closely monitored</p> <p>Human Resources (HR) (21/2/18) (combined)</p> <p>The Chair reported that confidential items were discussed.</p>	
8.	<p>Governor visits</p> <p>Visits have been made by Pauline Cook, and Svenja Francis.</p> <p>Governors noted that Svenja’s visit is discussed in the Deputy Head Teacher’s report and had included a check of the Central Single Register against a randomly selected staff file.</p> <p>Governors were encouraged to come in for visits and would be made very welcome.</p>	
9.	<p>Head of School’s (HoS) report</p> <p>Governors were taken through the report of the Head of School in detail and attention was drawn to the supplemental reports by the Maths and Literacy Leads.</p> <p>SDP (School Development Plan)</p> <p>The Governors were directed to Priorities 3, 4 and 7 which were the focus for this meeting and the HOS explained the coloured coding.</p> <p>Priority 3: Assessment</p> <p>Attention was drawn to the areas highlighted orange which are new to the SDP and points of particular note included:</p> <ul style="list-style-type: none"> • The new tracking and monitoring system introduced in September are being embedded • There are now half termly rather than termly pupil progress meetings for all year groups to make the process more robust • There is now a far tighter system for tracking SEN children and 	

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	<p>parent meetings have been introduced this term</p> <ul style="list-style-type: none"> • Louise Purford is working closely with the Trust SEN Advisor on the tracking system • Training for Yr 2 and 6 teachers in relation to moderation has included attending meetings with the Borough • Governors were pleased to hear that the Literacy Lead is a Moderator for the LA. This means she is highly regarded, has been approved by the DfE and Rushy Meadow benefits hugely from her access to current DfE best practice guidance <p>Priority 4: Attendance</p> <ul style="list-style-type: none"> • Monitoring of attendance is now more rigorous and parents are being held to account. • There is a trust wide policy in relation to requests for term time leave • Some families openly flaunt the rules and some are under the misapprehension there is a discretion to allow up to 10 days holiday in term time • Unauthorised absences of 10 or more sessions results in a penalty notice • Governors asked about the impact of punctuality on attendance and were advised that 'lates' pre register close were the most common. After close is less than 1%. • Parents who arrive late are now being required to wait to be buzzed in once preliminary information has been taken and a reason for lateness is required. This change in practice makes it visibly more obvious how many children are arriving late and will hopefully have a deterrent effect • The time when registers are being returned is also now being monitored • Reports can be generated to calculate how much 'late time' is accumulating and parents can be told • Governors felt a data set drilling down into the attendance and punctuality would be useful, particularly to educate and inform parents of the scale of the lateness and absence problem • Governors noted the law is clear – attendance must be full <i>and</i> regular • The Trust has appointed an Attendance Welfare Officer who will be starting in April and spending a day a week in school • Attendance is important in terms of both keeping children safe as well as raising standards • As attendance issues had not been addressed in the past there is a need for a culture change. Some parents will find the challenge difficult • 170 letters have been sent out to parents where attendance was below 90 %. The worst offenders (below 85%) are being tackled first. 	
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Priority 7: Quality of Teaching

- SLT are monitoring every class teacher
- The termly 20 min drop in sessions are continuing
- The expectation is every lesson must meet the core competencies. If not there is a revisit and if necessary this is followed up with a support plan
- The Literacy and Maths leads also have learning walks, book looks and watch class work in progress.

Assessment

The Deputy Head talked Governors through the assessment data. Particular attention was drawn to:

- The mock SATs data
- Disadvantaged groups had been identified as an area of priority based on the autumn data. Impact should be evident in the Spring data drop on the 14th March
- Years 1 – 3 data shows 0% at expected for Combined
- Kate Sims (Literacy Lead) is working with Yr 1 to improve the quality of evidence which based on the last meeting should show an increase to a more reliable 50%
- Yr 3 and Yr 5 have issues with consistency in staffing

Governors asked for an explanation of what was being done to address the below national predictions in Year 2.

They were assured that having identified 4 children for targeted intervention the predictions would improve to:

- 75% Reading (National 61%)
- 73% Writing (National 68%)
- 76% Maths (1% below national)

Governors questioned why they should have confidence in the predictions this year when they had not been met last year and similar reassurances had been given.

The Deputy Head said that Year 2 had actually met expectation it was Yr 6 who had not. She felt that the difference this year is that there is better moderation and a stronger KS1 Lead. The Trust Mock SATs data showed Reading and Maths would exceed National.

Governors pointed out Combined at 51% was below National of 61% and questioned what was being done to ensure at least National was met.

The DH explained that interventions included:

- Timetable agreed for Maths support
- The Literacy lead is targeting English and Reading on Fridays
- The DH and SEN Lead are monitoring closely
- Booster sessions have been introduced at lunchtimes for targeted children) and will be opened up to others

Governors observed that based on the Year 2 summary showing 0% children at expected, to achieve 75% seemed like a massive jump.

The DH explained that the prediction was based on coverage overall and there was an issue with the quality of evidence at Autumn 1. The data is now being monitored by SLT to ensure the quality is better.

If that were the case Governors felt it was necessary to have a narrative around the data to do the back-storey justice.

The DH explained the Pupil Progress meeting data had been submitted to SLT on time (although there were some teething issues and discrepancies to be ironed out). Teachers are now required to present their data to demonstrate it is fully understood.

Two Governors accepted the invitation to attend the next Pupil Progress meeting and the DH will circulate the data.

Governors questioned whether it was expected the current Year 5 will be hitting the road running when they move into Year 6 but were advised there were some issues specific to that cohort.

Support for Teaching and Learning

Governors were talked through the report by the Head Teacher noting in particular:

- The support from Cirrus Trust adviser
- Professional Development Meetings focussing on Modelling
- The % of teachers meeting core expectations is improving
- The additional reports by the Literacy and Maths Leads

Safeguarding

The Deputy Head Teacher (Safeguarding and Pastoral Care) talked Governors through the report in detail.

In summarised her report drawing particular attention to:

- The meetings with the Education Safeguarding Lead from the

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	<p>LA and the E safety Lead</p> <ul style="list-style-type: none"> • The lack of parental engagement generally and in the workshops is disappointing and frustrating (particular as setting up initiatives and dealing with the fall out of E safety issues is very time consuming) • Yr 5 will be having an assembly on E safety to which parents will be invited and the E safety Lead will address parents • It is being made clear to parents they have to take responsibility for E safety • The family support worker employed by the Trust is coming in 3 days a week and getting to know the more vulnerable families • The Jigsaw 4U contract is coming to end • The action plan arising out of the audit in October was reviewed in December and all actions had been met. The next step is to produce case studies and to showcase success stories supported by evidence <p>The Deputy Head talked Governors through the attendance data and the summary in detail. The specific areas of concern were discussed. Points of note arising from discussion and responses to Governor questions included:</p> <ul style="list-style-type: none"> • Despite the initiatives outlined there has been no real impact on the attendance figures so far • Persistent absence has reduced but general absences are up • The spring term should see an improvement of the current 94% • A fundamental change in culture is needed • In some cases, if one child is not well none of the family come in • In one case the DH actually went round to the family home • It is reasonable to expect it to take a year to see impact • Establishing good attendance habits early on is vital • Capacity to handle so many children with attendance issues is a strain • The number of times weekly attendance has hit national is better when the EYFS is taken out (i.e. 6 weeks compared to 4) • Attendance around Christmas was very low (81%) • There have been 8 term time holidays (three were not issued a Penalty Notice as they were in Sept) • One penalty notice was revoked due to exceptional circumstances (which were supported by evidence) • Medical treatment abroad is not a reasonable excuse for term time absence unless there is evidence it is necessary and can not be accessed here • The correlation between safeguarding and attendance is less than might be expected • SEN and PPG attendance is low 	
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Behaviour policy

Governors were talked through the report by the Deputy Head. Points of particular and arising from discussion included:

- After 7 drafts and with input from the Head of School at The Avenue the final version is ready
- Parents were invited to give feedback and were invited to coffee mornings to discuss
- The policy was well received
- Parents commented that the ethos of the school was changing for the better and they welcomed the reinforcing of positive behaviour
- The children were also consulted and responded positively. One child commented that 'I get noticed when I do the good things'
- The message across the school is you really don't want red or yellow cards
- The children are excited about the prospects of getting a gold medal and the policy is generally very motivational
- The number of red cards issued is down from 64 for November/December to just 9 for January and February
- Governors liked the introduction of whole class rewards (ie the marble jar) which encourages the children to be supportive of each other
- The policy is to be reviewed every two years
- Responsibility for the policy is delegated to the Head of School but brought to Governors for approval

RESOLUTION: Governors approve the Behaviour Policy

Special Educational Need

The Assistant Head Teacher talked Governors through her report circulated with the agenda.

- Parents are now better informed of what level their child is at and some have been surprised by how far their child is behind
- Feed back on targets is invited from parents
- A new software programme for target setting is under consideration which has the added advantage of encouraging parental engagement
- As some of the TAs are also Mid day Supervisors their capacity to deliver interventions in the afternoon is constrained by the current arrangements
- There is no funding available to bring in TAs for early starts and uptake of early morning sessions has been sparse in the past
- TAs are being supported to improve their practice and

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	<p>observations are taking place</p> <ul style="list-style-type: none"> • There has been no formal performance management or appraisals system in place for TAs until now • Staff are being challenged more • Data and evidence <p><i>Mary Coggins left at 7.30.</i></p> <p>Governors were invited to consider the SEN Policy and were advised that it had been developed having regard to the existing policy and Avenue's Policy.</p> <p>The policy is reviewed and approved annually.</p> <p>Staffing</p> <p><i>Confidential Item</i></p> <p>Vision and Values</p> <p>The HT talked about the inset day in January which focussed on the vision, mission and motto statements with input from all teaching and non teaching staff.</p> <p>Governors agreed the outcomes were strong and encapsulate the aspirations for the school.</p> <p>Significant Achievements/Events</p> <p>Points of note included:</p> <ul style="list-style-type: none"> • Governors were pleased to hear about the success and passion of the PTA • The new reception area is coming on and will improve safeguarding as well as the appearance of the school • Feedback from the children is they are proud of the new reception • The Inventory system which is common to all the schools in the Trust will be installed soon 	
10.	<p>Safeguarding</p> <p>There were no further updates on safeguarding, not already included in item 9</p>	
11.	<p>Consider School Development Plan Review further sections – parts: 3, 4 & 7</p> <p>Covered in the Head of School's report</p>	

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12.	<p>Review Behaviour Policy</p> <p>Having discussed the policy in item 9 above Governors were happy to approve the policy.</p> <p>RESOLUTION: Governors approve the Behaviour Policy</p>	
13.	<p>Report on progress towards GDPR compliance from the GDPR Officer</p> <p>AC presented a report from the Trusts DPO (Data Protection Officer). Points of note included:</p> <p>Trust Wide:</p> <ul style="list-style-type: none"> • Trust policies are being reviewed and any updates will be ratified at Board level in the meeting on the 26th of March • GDPR training provided by VWV (legal retained) has been reviewed and looks like a good choice. All staff members, including catering staff and cleaners will have to have some form of GDPR training so this will be rolled out over the next six months and into September for the new staff members • Meetings are currently taking place with the Heads and SBMs of each school in the Trust to develop a strategy going forward • Potential to create an SLA (Service Level Agreement) and provide charged-for DPO (Data Protection Officer) services to other local schools after May 25th 2018 • Meetings have been arranged and are taking place in each school over the first three weeks of March to drill down into data audits and unique arrangements in each school. Several good suggestions have been made that will be used across all schools including a data cleanse of each school and potentially asking our IT provider to delete any files that have not been opened for a set number of years. • Any new software will need to be reviewed for GDPR compliance • A ‘Data Cleanse’ where all files which have not been opened for a specified period of time is being considered <p>Ensuring Compliance Conference:</p> <ul style="list-style-type: none"> • Conference organized by Inside Governance and Department of Education on the 28th of February 2018 • Key speakers were Victoria Cetinkaya from the ICO and Iain Bradley from the DfE • Both are advocating a common sense approach and are 	

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	<p>encouraging schools not to get too bogged down in the minutiae of the regulations (which have been formulated with companies in mind rather than schools). A practical approach that allows schools to continue with their day to day work rather than becoming hamstrung with regulations is the best way forward</p> <p>The ICO is looking for evidence which shows that we are making best efforts towards becoming compliant rather than setting the deadline of the 25th of May in stone.</p>	
14.	<p>Update on the revised School Inspection Handbook Ofsted have revised how good schools will be inspected</p> <p>With effect from January 2018 Inspectors:</p> <ul style="list-style-type: none"> • Short inspections will continue to convert if there are serious concerns about safeguarding • Where inspectors are not confident that a school is still good, but the standard of education remains acceptable, the short inspection will not convert and the Inspector will issue a letter stating the school's strengths and areas for improvement. There will be a section 5 inspection within one to two years thereafter. • Where a school may be improving to outstanding, Ofsted will publish a letter and confirm that it is still good. A section 5 inspection will then be carried out within one to two years. 	14
15.	<p>Report on Special Educational Needs and Disability</p> <p>Covered in the HoS report.</p>	
16.	<p>Review SEND Policy This policy is for approval</p> <p>The policy was shared in advance of the meeting and approved.</p> <p>RESOLUTION: Governors approve the SEND Policy</p>	
17.	<p>Health & Safety and buildings</p> <p>Governors were pleased with the new reception area and acknowledged that due to budgetary restrictions it would not yet be possible to fit out with new furniture.</p>	

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18.	<p>Governance section on the website</p> <p>Governors were encouraged to check the governance section on the academy's website for feedback at the meeting.</p> <p>The profile for the new staff Governor has been published based on her application. The other Governors were asked to send a short bio of around 120 words, and a suitable image to the Trust's Web Designer.</p> <p>ACTION POINT: Governors (except SC) to send profile and image to the Trust's Web Designer for publication</p>	
19.	<p>Governor training</p> <p>Governors were advised that the Trust is organising New Governor Training.</p>	
20.	<p>Correspondence to the Chair</p> <p>None</p>	
21.	<p>Any other business</p> <p>Link Governor for Attendance</p> <p>Governors were agreed that the support of a link governor for attendance was necessary and SC agreed to the nomination. She will make a link visit to understand the processes in place, meet with the Borough Attendance Officer and report back to Governors.</p> <p>Term Dates</p> <p>Governors noted that some schools were consulting on term dates and asked about the Trust's position. Governors were advised that the Trust dates were set for 3 years in line with all Sutton schools. The dates are published on the website.</p>	
22.	<p>Confidential items</p> <p>The Staffing Item in the HoS Report is confidential</p>	
23.	<p>Date of next meeting</p> <p>11th June 2018 at 6 pm.</p>	

Closing Time of Meeting: 7.50 pm

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Chair's Signature

Date 11th June 2018

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