



# Cliffdale Primary Academy

## Minutes of the Board of Governors Meeting

Date: Thursday 7 December 2017 Time: 5.00pm  
Location: Cliffdale Primary Academy

Present:	Judith Smyth (Chair)	Co-opted Governor
	Will Atterbury (WA)	Co-opted Governor
	Sarah Clatworthy (SC)	Staff Governor
	Fran Cullen (FC)	Staff Governor
	Sherry-Ann Parsons (SP)	Parent Governor
Apologies:	Alison Beane (AB)	Executive Headteacher
In Attendance:	Ashley Oliver-Catt (AOC)	Head of School
	Beth Arnold (BA)	Head of Learning
	Karen Frost (KF)	Clerk to Governors

### 1 ATTENTION AUTISM

- 1.1 BA attended the meeting to give a presentation about Attention Autism which was an approach that had been introduced across the Trust. Governors were given a demonstration of a 'bucket' session.
- 1.2 The purpose of Attention Autism was to provide motivation for pupils to listen/engage, to increase pupils' attention/focus, to encourage shared attention and to build communication. It was something that pupils enjoyed taking part in and was being embedded into the curriculum.
- 1.3 Governors asked what age the approach was aimed at. BA explained that it could be used for any age as the activities could be made age appropriate.
- 1.4 Governors asked how often the approach was used. BA said she tried to use it 1-3 times a week.
- 1.5 Governors said they could see it might be challenging for pupils with autism who would prefer to work in an isolated way. BA said there were opportunities for pupils to work individually and then come back to be part of the group. The approach wasn't just useful for pupils with autism, it was good for any pupils who had difficulties with attention.
- 1.6 Governors thanked BA for her presentation.

*BA left the meeting at 5.20pm.*

### 2 WELCOME AND APOLOGIES

- 2.1 The Chair welcomed everyone to the meeting and introductions were made. Apologies for absence were received and accepted from Alison Beane.
- 2.2 The Chair announced that it would be her last meeting as her term of office had come to an end. She would be stepping down from her role on the Governing Body as she was a

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member of the SAT Board of Trustees and current advice was to keep membership of the Board of Trustees and Local Governing Bodies separate wherever possible.

- 2.3 The Chair proposed the appointment of Louise Wilders as a Co-opted Governor. Governors were in unanimous agreement to appoint Louise Wilders as a Co-opted Governor for a term of 3 years.

### 3 **DECLARATIONS OF PECUNIARY INTEREST**

- 3.1 There were no declarations of pecuniary interest relating to the agenda.

### 4 **MINUTES OF THE PREVIOUS MEETING**

- 4.1 Minutes from the meeting held on 19 October 2017 had been distributed in advance. They were agreed to be a true record and signed by the Chair.

### 5 **MATTERS ARISING**

- 5.1 There were no matters arising from the last minutes.

### 6 **HEAD OF SCHOOL REPORT**

- 6.1 A Head of School report dated 7 December 2017 had been distributed in advance of the meeting. The Head of School drew attention to key points in the report.

#### 6.2 **Progress towards Strategic Priorities**

- 6.3 New leaders had settled into their roles well and were having a positive impact. The Chair said that one of the strengths of the Trust was how leaders were developed and that it was important to ensure this continued.

- 6.4 The Academy has been trialling a new curriculum model, planning across four areas of learning. The trial has shown that the model still needs some work and as such a working party from across the Trust would review it to take it forward.

- 6.5 The Chair reported that the Mary Rose Academy had been awarded a sports platinum medal.

- 6.6 CPD for teachers had been planned for the Spring term, particularly swimming, to ensure the increased primary PE and sport premium was being used effectively.

- 6.7 Key skills had been re-introduced to ensure learning was linked to EHCPs and individual needs. 48 pupils still didn't have EHCPs.

- 6.8 All teacher appraisal reviews had been completed and teaching assistant reviews were underway and would all be completed by the end of term.

- 6.9 Safeguarding continued to be robust. SAT DSLs met together regularly to ensure consistency and sharing of good practice. Governors asked whether the Academy was benefitting from the new safeguarding software. The Head of School said it was and that it was being rolled out to teachers.

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- 6.10 Engagement with parents had been good with high levels of attendance at both the Harvest Festival and recent parents' evenings.
- 6.11 The culture of coaching across the Trust was being further developed. Training was taking place to support the development of coaching skills within Senior Leaders.
- 6.12 A lot of work was going on to ensure pupils were making progress against indicators in the vision and in line with the Trust values. It was agreed this was something that could be reviewed at a future agenda of the governing body. The Trust was about to introduce some new software that would make evidencing of pupil progress much easier and more comprehensive.
- 6.13 Two learning walks and a Challenge Partners review had taken place during the autumn term and showed that all teaching remained at least 'good'.
- 6.14 There had been a high level of absence amongst teaching assistants which was being monitored very closely; three teaching assistants had been off long term, which had impacted on the number of days off.
- 6.15 Eight members of staff from across the Trust had attended Attention Autism training and there were now Attention Autism ambassadors in each of the academies in the Trust. All staff would receive training in the approach via use of twilight sessions.
- 6.16 Attendance was at 94% which continued to be excellent. There was one Persistent Absentee. The Academy continued to be very rigorous in their approach to absence.
- 6.17 Behaviour continued to be good with only five level 3 incidents recorded in the autumn term.
- 6.18 The Forest School had been recognised as an area of excellence. Governors said they thought this was brilliant, particularly as it gave pupils the opportunity to spend time outdoors. They said they were pleased the Academy was giving it such an emphasis and congratulated the staff involved. It was agreed that WA would visit the Forest School in the spring term.

**Action: WA**

**6.19 Challenge Partners Review**

- 6.20 A copy of the report from the Challenge Partners review held in November 2017 was received at the meeting. The review agreed that the Academy remained 'outstanding' in all areas. Governors said they were pleased the Academy continued to take part in the Challenge Partners programme as it provided the Governing Body with external reassurance.
- 6.21 Governors asked about the 'even better if' comment about the use of the teaching assistants. The Head of School explained that teachers' planning needed to be more detailed so that teaching assistants were able to understand the learning intentions so they were better placed to provide the necessary support and help pupils progress. Work was underway to ensure plans were providing enough detail.
- 6.22 Governors congratulated the Academy on the successful review.

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6.23 **Pupil Premium Funding**

6.24 A pupil premium funding evaluation of 2016/17 and the plan for 2017/18 was received in advance of the meeting.

6.25 Governors noted there was currently no gap between the progress and outcomes of pupil premium pupils compared to non-pupil premium pupils. The Academy spent the funding in a variety of ways.

6.26 Governors were provided with attainment data for pupil premium pupils compared to non-pupil premium pupils which demonstrated there was no gap.

6.27 A number of case studies were provided which looked at the impact of the different approaches. Governors said the case studies were very useful as it was possible to see the impact of the spend and how the Academy put support in place for individual pupils. This was the sort of information that parents wanted to see.

6.28 **Primary PE and Sports Funding**

6.29 A primary PE and sports funding evaluation of 2016/17 and the plan for the spend in 2017/18 were received in advance of the meeting.

6.30 Governors said that one of the new criteria for the spend was staff CPD and the importance that staff were being professionally developed. They asked how the Academy was ensuring this was taking place and how it was being monitored for impact and being evidenced. The Head of School said there was a big focus on swimming CPD which was one of the strategic objectives for this academic year.

6.31 Governors asked how the Academy measured the pupils' outcomes in PE and sports to show that the spend was having an impact. The Head of School said the outcomes were not measured in a numerical way in this area but were evidenced via case studies. The new software would make evidencing of progress easier. Governors discussed the measuring of outcomes and whether it would be beneficial to have some form of numerical measurement however it was agreed that case studies would be more valuable in this context.

6.32 Governors said they did not believe the Primary PE and Sports Funding report did the Academy justice and could include more information and evidence of the high levels of participation in sports activities.

7 **SELF EVALUATION FORM (SEF)**

7.1 Governors received a copy of the updated SEF in advance of the meeting.

8 **GOVERNING BODY MATTERS**

8.1 **Governing Body Vacancies**

8.2 The Clerk reported that there were vacancies for 2 Parent Governors and 2 Co-opted Governors. It was agreed that the Head of School would advertise the vacancies for the Parent Governors.

**Action:** Advertise the vacancies for the Parent Governors.

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8.3 It was noted that there was a vacancy for a Safeguarding Governor.

8.4 **Governor Monitoring**

8.5 Governors discussed having more focused governor roles, for example, having governors linked to subjects or key stages. It was agreed that this might be useful and something that could be discussed with the new Chair.

8.6 Governors discussed engagement with parents and staff. It was agreed to think about putting together a governor newsletter or blog.

8.7 **Governor Training**

8.8 Governors were reminded to look at the training courses offered by Newport Educational and to book themselves onto courses that interested them.

9 **ITEMS FOR THE NEXT AGENDA**

- Solent Academy Trust values and vision.
- Governor roles/monitoring
- Governor newsletter/information

10 **DATE OF THE NEXT MEETING**

10.1 The date of the next meeting would be Thursday 1 March 2018 at 5.00pm.

*The meeting closed at 6.40pm*

**Summary of Actions**

<b>Minute</b>	<b>Action</b>	<b>By whom</b>	<b>Target Date</b>
1.	Send out dates of parent coffee mornings.	AOC	Oct 17
2.	Advertise the two vacancies for parent governors.	AOC	Mar 18

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