



Cliffdale Primary Academy

Minutes of the Board of Governors Meeting

Date: Thursday 8 March 2018
Location: Cliffdale Primary Academy

Time: 5.30pm

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| Present: | Louise Wilders (LW) (Chair) | Co-opted Governor |
| | Will Atterbury (WA) | Co-opted Governor |
| | Sarah Clatworthy (SC) | Staff Governor |
| | Nina Martin (NM) | Co-opted Governor |
| | Sherry-Ann Parsons (SP) | Parent Governor |
| | Alison Beane (AB) | Executive Headteacher |

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| Apologies: | Fran Cullen (FC) | Staff Governor |
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| In Attendance: | Ashley Oliver-Catt (AOC) | Head of School |
| | Karen Frost (KF) | Clerk to Governors |

1 WELCOME AND APOLOGIES

Everyone was welcomed to the meeting, particularly Nina Martin and Louise Wilders who was attending her first meeting as Chair of the Governing Body. Introductions were made. Apologies for absence were received and accepted from Fran Cullen.

The Chair explained that she felt it was important that governors understood and engaged with the school, pupils and parents.

2 DECLARATIONS OF PECUNIARY INTEREST

WA declared that his company Planet Education was providing teacher mentoring in PE at the Academy.

3 MINUTES OF THE PREVIOUS MEETING

Minutes from the meeting held on 7 December 2017 had been distributed in advance. They were agreed to be a true record and signed by the Chair.

4 MATTERS ARISING

Governors reviewed the status of actions agreed at the last meeting:

1: Completed

2: Three applications had been received for the role of Parent Governor. It was agreed that AOC and LW would meet with them to discuss the role in more detail.

Action: AOC/LW

Signed:.....

Date: 10 May 2018

5 HEAD OF SCHOOL REPORT

5.1 Vision and Values

The Executive Headteacher gave a verbal report on the vision and values which were available in the staff handbook. On leaving the school, pupils would:

- Be confident and happy. Enjoying learning and life. Aware of the importance of being safe and healthy.
- Feel valued, proud of themselves and their achievements.
- Be resilient, creative and able to manage change.
- Be able to communicate effectively.
- Form positive relationships.
- Be the best they can be. Acquire the knowledge, skills and attitudes needed for success in their future lives.

There were three areas of focus: communication, personal health and wellbeing and resilience. The Trust had recently purchased some new software to celebrate, capture and evidence the progress of pupils in these areas. So far feedback about the software had been positive and the team were excited about its power and potential. Governors were given a demonstration of the system.

Governors asked whether staff were engaged with the vision and values and felt like they owned them. AB said they were as it was covering areas that they cared about.

Governors said the software looked fantastic and would be useful from a staff motivation perspective as they would be able to look back and see what pupils had managed to achieve.

5.2 Head of School Report

A Head of School report had been distributed in advance of the meeting. Governors reviewed progress towards the strategic priorities.

The current self-assessment was that the Academy remained outstanding in all areas. A staffing update was given and it was noted that there had been a large amount of staff absence and staff cover, largely due to the impact of maternity leave.

Attendance levels were being maintained and behaviour was very good. There was consistency in terms of the approach to supporting pupils which was to be preventative and proactive.

Governors said they thought the approach was excellent. Recognising signs and finding techniques to manage the situation and not let it get out of control.

Pupil progress data continued to be analysed thoroughly each term.

5.3 Key Dates

Governors were invited to attend the following events:

- J Rock on 24 April 2018, at 6.30pm.
- Arts Week, open event on 15 March 2018 at 1.30pm
- Joint inset day on 16 March 2018
- Parents evening on 23 May 2018

5.4 Pupil Outcomes

A Pupil Outcomes report for the autumn term 2017 had been distributed in advance of the meeting.

The Academy set targets and monitored progress ensuring everyone was making at least expected progress termly. Interventions were put in place if pupils were not making the expected progress.

Governors reviewed the outcomes and noted there were no significant differences in the outcomes for different groups of pupils.

Governors asked whether reports would be produced from the new vision and values software. The Head of School said a decision hadn't been made about how progress would be reported although it might be in the form of case studies rather than numerical.

5.5 Safeguarding

The Head of School said the safeguarding procedures were outstanding and staff were vigilant. The Trust worked hard to get training high quality and to keep up-to-date. Staff were encouraged to report any kind of concern. The Head of School and the two Assistant Headteachers were safeguarding leads.

It was agreed that NM would become the Safeguarding Governor and that she would organise a meeting with the Head of School to go through the Single Central Register and to run through safeguarding procedures.

Action: NM

It was noted that all governors needed to develop and maintain a good awareness of safeguarding.

An update on changes to relevant guidance and regulations was given:

- The Keeping Children Safe in Education guidance would be updated following a recent consultation.
- There had been changes to the Looked after Children and children previously in care guidance and, as a result, the Academy now needed a named teacher for adopted children.
- The Academy would need to ensure compliance with the new General Data Protection Regulations.

5.6 Building Update

Building work had just started on an extension. The result of the extension would be to provide better conditions for pupils and reduce class sizes rather than increase the number of pupils the Academy could admit.

Signed:.....

Date: 10 May 2018

Governors asked whether this would mean there would be a need for more teachers. The Executive Headteacher said it would and there would be an impact on the budget.

The pressure on school places for pupils with SEN and the increased level of complexity of needs that were coming into the school was discussed.

Governors also discussed the swimming pool and suggested raising money for a refit. The target would be £50,000 with the Solent Academies Trust possibly contributing a similar amount.

6 **SOLENT ACADMIES TRUST (SAT) BOARD UPDATE**

- 6.1 Governors received a copy of the 17/18 Solent Academies Trust Scheme of Delegation in advance of the meeting and a verbal update from the Executive Headteacher at the meeting.
- 6.2 The Board had recently expanded their number and were left with one vacancy to fill. A monitoring meeting with the Regional Schools Commissioner (RSC) had been held in the autumn term which confirmed that it was moving forward in the right direction.
- 6.3 In terms of future developments, the Board were about to start reviewing their vision, values and strategy and had been approached by the RSC about taking another school into the Trust.

7 **GOVERNING BODY MATTERS**

7.1 **Governing Body Vacancies**

- 7.2 Governors unanimously agreed to appoint Nina Martin and Sherry-Ann Parsons as Co-opted Governors for a 3 year term.
- 7.3 It was noted that this left vacancies for 3 Parent Governors.

7.4 **Governor training**

- 7.5 Governors discussed training needs and agreed that a training session focusing on what governors should be asking would be useful.

Action: KF

- 7.6 It was also agreed to organise a safeguarding training session in the autumn term. LW would speak to a contact in Portsmouth City Council who might be able to lead the session.

Action: LW

7.7 **Governor engagement with parents**

- 7.8 Engagement with parents was discussed. It was noted that governor engagement with parents tended to receive a lower mark in the annual parents' survey and so needed to be an area of focus for the Governing Body to develop.

- 7.9 Governors were encouraged to attend school events, particularly parents' evenings and it was agreed to include a note from the Chair of Governors in the school newsletter.

Action: LW

Signed:.....

Date: 10 May 2018

8 **DATE OF THE NEXT MEETING**

8.1 The date of the next meeting would be Thursday 10 May 2018 at 5.00pm.

The meeting closed at 7.20pm

Summary of Actions

| Minute | Action | By whom | Target Date |
|---------------|---|----------------|--------------------|
| 1. | Make appointment to visit the Forest School. | WA | June 18 |
| 2. | Meet with the three potential parent governors. | LW/AOC | June 18 |
| 3. | Meet with the Head of School to carry out a safeguarding visit. | NM | June 18 |
| 4. | Organise a governor training session on the topic of holding to account/asking questions. | KF | June 18 |
| 5. | Speak to contact at PCC about running safeguarding training for governors in the autumn term. | LW | June 18 |
| 6. | Write an article for the next school newsletter. | LW | June 18 |

Signed:.....

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