



Cliffdale Primary Academy

Minutes of the Board of Governors Meeting

Date: Thursday 10 May 2018
Location: Cliffdale Primary Academy

Time: 5.00pm

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
	Clare Hemingway (CH)	Parent Governor
	Karen Bridle (KB)	Parent Governor
	Natalie Broomer (NB)	Parent Governor
	Fran Cullen (FC)	Staff Governor
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 Karen Bridle, Clare Hemingway and Natalie Broomer who were attending their first meeting as Parent Governors. There were no apologies for absence.

2 BRIEFING: VISION AND VALUES

Governors watched the Academy's recent performance in Rock Challenge.

The Executive Headteacher gave a presentation about the Academy's vision and values and the next steps. Governors noted the Academy's vision which described how pupils would be on leaving the Academy. The Trust had been working to find a system that would evidence pupils' progress towards achieving that vision. A system had now been found and was being used.

The Trust was also in the process of developing the curriculum. It would be designed for the pupils, driven by their individual profiles and linked with their Education, Health and Care Plans (EHCP). The Solent Academies Trust (SAT) values would be embedded (communication, resilience and personal health and well-being) which would bring the vision even more alive, threading it into everything the Academy did.

Each pupil would have a personalised learning programme and every pupil's EHCP would be on the system so that the Academy would be able to track progress against EHCP targets.

Governors asked at what level curriculum topics were set, whether it was at school or class level. The Head of School said topics were set a key stage level – upper and lower school.

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Governors asked where the relationship with parents came into the plan. The Executive Headteacher said that a box for the pupil's aspirations and another for the parents' aspirations had been added. This would be completed at either the annual review meeting or at parents' evenings. At the annual review meeting, parents would be able to suggest targets to be included as well.

It was agreed to include examples of pupils' learning journeys from the new system at a future meeting of governors.

3 **DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of interest relating to the items on the agenda for the meeting.

4 **MINUTES OF THE PREVIOUS MEETING**

Minutes from the meeting held on 8 March 2018 had been distributed in advance. They were agreed to be a true record and signed by the Chair.

5 **MATTERS ARISING**

The status of actions agreed at the last meeting was reviewed:

1. Completed.
2. Completed.
3. The safeguarding visit would take place on 15 May 2018.
4. In progress.
5. In progress.
6. In progress.

6 **HEAD OF SCHOOL REPORT**

A Head of School report dated 1 May 2018 had been distributed in advance of meeting. The Head of School summarised the report and drew attention to key areas, including progress towards the strategic plan:

6.1 Leadership and Development

There had been a focus on developing the new leaders in the Academy. J Rock and residential visits had further enhanced additional curricular opportunities for Year 5 and 6 pupils. Both deputy Designated Safeguarding Leads (DSLs) had attended refresher training. Two pupils were Looked after Children (LAC) and so had termly PEP meetings. Engagement with parents continued to be excellent. Governors were invited to attend coffee mornings which were a real success.

6.2 Teaching, Learning and Assessment

The Academy was working hard at developing a culture of coaching. Governors were invited to join in on learning walks being held in the summer term.

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Staff absence was monitored daily but was being impacted by maternity leave. Governors asked if there were any concerns about any individuals. The Head of School said there were some concerns but action had been taken in the form of formal absence meetings and absence targets.

6.3 Personal Development, Behaviour and Wellbeing

The Academy was considering ways of breaking down the barriers to learning that pupils with the most complex needs had to make learning more accessible. The Academy had been doing sensory integration and circuits and had started using Attention Autism. Attention Autism was about increasing pupils' attention through fun and exciting activities and giving pupils a reason to engage.

Pupil attendance was 95% in the spring term which was very high for a special school. An increasing number of pupils were receiving 100% attendance awards.

Behaviour in the Academy continued to be excellent. There had only been 9 level 3 incidents all year which was very good for a special school. Staff worked hard on using an approach that was positive, preventative and proactive.

6.4 Key Dates

Governors were invited to attend the following events:

- Parents evening on Wednesday 23 May 2018.
- Sports day on Thursday 28 June 2018.
- Family fun evening/summery fayre – Friday 6 July 2018 from 5.00pm.
- Summer show on Tuesday 17 and Wednesday 18 July, from 1.30pm.
- Achievers assembly on Friday 20 July 2018, 10.00am.

6.5 Pupil Outcomes

A Pupil Outcomes report for the spring term 2018 had been distributed in advance of the meeting.

The Head of School reported that all pupils were set targets in English and Maths. Interventions were set for any pupils not on track to achieve their target. If pupils had achieved their existing target they were set a stretch target.

Governors asked how the Governing Body would know if the Academy decided to adjust the targets. The Executive Headteacher said the Academy only changed targets occasionally and usually when pupils were new. Governors wouldn't know, but it was agreed they might pick it up from other forms of evidence such as looking in books, evidence in Earwig etc. Governors were also invited to sit in on the target setting process.

Governors said that some progress made by pupils couldn't be measured by a graph as it was more practical. Members of staff and families would notice a pupil being able to start doing something but this didn't show up in data very well. The Executive Headteacher said that from next academic year, the pupil outcomes report would include information from the values work the Academy was doing.

7 SOLENT ACADEMIES TRUST (SAT) BOARD UPDATE

7.1 Updated Terms of Reference

At their last meeting the SAT Board had reviewed the terms of reference for Academy Governing Bodies. A copy of the updated terms of reference for the Governing Body was received in advance of the meeting.

7.2 AGB Code of Conduct

The proposed Code of Conduct for Academy Governing Bodies was received in advance of the meeting. Governors were asked to let the Clerk know if they had any comments.

7.3 Governor Training

The Chair and Executive Headteacher had met with Bob West from Hampshire Governor Services to discuss organising a Whole Governing Body training session. It was likely that a training session would be held early in the autumn term.

8 GOVERNING BODY MATTERS

NM had circulated a completed a visit form from her visit to Arts Week in advance of the meeting and summarised key points from the visit. The Academy's environment was clean and well-presented, everybody looked to know what they were doing and a strong leader was driving the event. NM had the opportunity to speak to parents who said how much the school had made home life easier.

LW and NM had attended Rock Challenge which had been awesome.

WA had carried out a visit to the Forest School. The engagement seen from both staff and pupils was brilliant. He had been able to see the benefits that came from having creative and practical opportunities. It helped to develop resilience and team work. It was agreed he would complete a governor visit form.

Action: WA

The Chair encouraged governors to carry out visits to the Academy and to consider engagement with both staff and parents.

9 ITEMS FOR THE NEXT MEETING

- Examples of pupils' learning journeys from Earwig.
- Annual report from the Designated Teacher for Looked after Children.
- Safeguarding update
- Update on WGB training.

10 DATE OF THE NEXT MEETING

The date of the next meeting would be Thursday 28 June 2018 at 5.00pm.

Signed:.....

Date: 28 June 2018

Summary of Actions

Minute	Action	By whom	Target Date
1.	Organise a governor training session on the topic of holding to account/asking questions.	KF	June 18
2.	Speak to contact at PCC about running safeguarding training for governors in the autumn term.	LW	June 18
3.	Write an article for the next school newsletter.	LW	June 18
4.	Complete a visit form for the visit to the Forest School.	WA	June 18

Signed:.....

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