



# Cliffdale Primary Academy

## Minutes of the Board of Governors Meeting

Date: Thursday 12 October 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  |
|                | Clare Hemingway (CH)        | Parent Governor   |
|                | Fran Cullen (FC)            | Staff Governor  |
|                | Natalie Broomer (NB)        | Parent Governor   |
| Apologies:     | Nina Martin (NM)            | Co-opted Governor                                       |
|                | Sherry-Ann Parsons (SP)     | Parent Governor   |
|                | Alison Beane (AB)           | Executive Headteacher                                   |
| In Attendance: | Ashley Oliver-Catt (AOC)    | Head of School  |
|                | Katy Walsh (KW)             | Voluntary & Community Engagement & Support Officer, PCC |
|                | Louise Isa-Grada (LI)       | Assistant Headteacher                                   |
|                | Lorraine Swanson (LS)       | Business and Operations Director                        |
|                | Karen Frost (KF)            | Clerk to Governors                                      |

### 1 WELCOME AND APOLOGIES

Everyone was welcomed to the meeting. Apologies for absence were received and accepted from Alison Beane, Nina Martin and Sherry-Ann Parsons.

### 2 SWIMMING POOL FUNDING IDEAS

KW attended the meeting to give a presentation about funding ideas for the swimming pool.

The pool needed to be refurbished at an approx. cost of £100,000. Governors discussed whether it was right to refurbish the swimming pool as it was unlikely to keep going in the long term. It was suggested it might be better to fundraise for a new pool and agreed to recommend this to the Board of Trustees.

KW explained that experience and research suggested that taking a multi-pronged approach would provide the greatest returns. Some of the ideas would engage the school and wider community. Ideas included:

- Portsmouth lottery.
- Go fund me.
- Community champions.
- Publicity and social media.
- Grants.

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- Events.

Governors suggested asking parents if they had any fundraising ideas. There might be the possibility of parents with access to labour or materials. They also suggested involving local sporting celebrities in the fundraising campaign and putting together a campaign video.

Governors asked how much pupils would get to use the pool if it was up and running. The Head of School said pupils would get to use it every week of the year.

Governors said a number of schools had a surplus from their Sports Premium funding that the school might want to look at.

The following actions were agreed:

- LW would arrange for a campaign video to be put together.
- LS would speak to the Trust Board about the plans for the swimming pool.
- LW would make contact with local sporting celebrities to see if they would be prepared to take part in the campaign.
- LW/AOC would arrange a visit to the school for KW.

*KW left the meeting at 5.45pm.*

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

There were no declarations of interest relating to the items on the agenda for the meeting. Governors completed new declaration of interest and eligibility forms for 2018/19.

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

Minutes from the meeting held on 28 June 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. A governor training session had been held on 3 October 2018.
2. In progress.
3. Completed.
4. AOC reported that the safeguarding audit had recently been completed. NM would be going through the audit on behalf of governors.

**Action:** NM

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

A Head of School report dated 5 October 2018 was received in advance of the meeting. The Head of School summarised key areas of the report.

The school's current self-assessment was that it remained 'outstanding' in all areas.

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a) **School Strategic Plan**

An evaluation of the strategic plan for 2017/18 and proposed areas for 2018/19 were received in advance of the meeting.

The Chair reported that she had recently attended a SEN Governor Conference which had made it clear that the strategic plan was a key document that governors needed to monitor to check now the school was achieving against it. Governors were asked to take time to look at the plan before meetings and to come to meetings with questions. It was important governors were confident that they understood the vision and strategic plan and could hold the leadership team to account, getting explanations where necessary.

The Head of School summarised the focus areas for 2018/19.

Governors asked about the connection between the Willows nursery and Cliffdale Primary Academy. The Head of School explained that Willows had asked to join the Trust but couldn't become an academy in their own right because they were a nursery so instead would be closing and re-opening as part of the Cliffdale. Governors said that the Willows nursery was both mainstream and special needs. Governors asked whether this would give Cliffdale more opportunity to run before and after school clubs. The Head of School said that the issue would be with buses and transport.

The Head of School explained that one of the focus areas would be in implementing, monitoring and evaluating the newly designed curriculum. This was the first year that every pupil had an Education, Health and Care Plan (EHCP) so it was the first opportunity to fully embrace the new EHCPs which incorporated the target and curriculum for pupils.

Governors asked how the school found out about new techniques for teaching. The Head of School

- b)
- c)
- d)

7 **SAFEGUARDING**

a) **Safeguarding Update**

A safeguarding report was received in advance of the meeting. The Head of School summarised key points in the report:

- All staff received annual safeguarding training and termly updates. Governors were welcome to attend the training.
- The Deputy DSLs had received refresher training during the last academic year.
- The school had 115 pupils with an Education, Health and Care Plan or statement of SEN and there were 2 Looked after Children. (LAC)
- There had been no exclusions.
- The attendance rate was 95%.
- Governors noted the referrals and joint agency working and the approval and review dates of relevant policies and procedures.

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- The strengths and areas to develop were noted.

The Head of School said she thought the school was very good at safeguarding and said there were very clear systems in place. She explained the process followed by staff if they had a concern:

- Low levels of concern: staff completed notes of importance.
- Higher levels of concern: staff completed confidential forms.
- High levels of concern: the concerns were referred straight to the MASH team.

The school used CPOMs, a child protection online monitoring system for recording all concerns. This provided a clear chronology of any concerns raised about a child.

Governors asked what would happen if a response wasn't received following a referral to MASH. The Head of School said it wouldn't be left and if necessary another referral would be made.

The school's team of DSLs met regularly to share information about process and updates. There would be a new safeguarding policy from September as the Keeping Children Safe in Education guidance had been revised and would take effect from 1 September 2018.

Governors asked what happened to the records when a pupil moved to another school. The Head of School said the records were transferred via the system if the pupil was moving to another school in the Trust. If the pupil was moving to a school outside of the Trust, paper-based records were transferred, sealed and signed for to say they had been received. All paper based records were kept in a locked cabinet.

The safeguarding governor had distributed a visit form completed following a safeguarding monitoring visit in advance of the meeting. She said her visit had mirrored the information received in the safeguarding report and summarised key points. During the visit she had checked the single central register. One issue had been identified but since rectified.

It was agreed that the Head of School would send NM the results from the last safeguarding audit.

**Action:** AOC

**b) Annual Report from the Designated Teacher for Looked after Children (LAC)**

A report on Looked after Children was received in advance of the meeting. The Head of School, who was the Designated Teacher, summarised key points from the report.

There were two LAC on role. Both received termly LAC and Personal Education Plan (PEP) reviews along with the annual EHCP review. A virtual school existed which had responsibility for LAC. The school was using a web-based system called Welfare Call which had been introduced by Portsmouth. All PEPs were up to date and information shared as necessary.

The Designated Teacher attended termly update training organised by the virtual school.

Attendance of both LAC was excellent, 98% for both. The behaviour of both was excellent. Both were making good progress towards their expected end of year outcomes and in their personal and social development.

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Governors reviewed the spend of the pupil premium funding and noted the school had robust measures in place to track the progress of all pupils.

## 8 GOVERNING BODY MATTERS

### a) Update on Governor Training

The Chair said it was important governors were fulfilling their roles and undertook any necessary training as well as taking part in visits and learning walks. It was agreed that it would be useful to have a list of training all governors should undertake.

Governors were encouraged to look through information that had been sent out recently and to identify any areas they would like more training in.

It was noted that the governing body had a lot of responsibility. Governors were part of the leadership of the school. It was important that governors asked challenging questions.

Governors asked whether they should be provided with GDPR training. It was agreed that a GDPR briefing might be useful. It was also agreed to have a link governor for GDPR to monitor the school's compliance.

### b) Governor Visits

WA had distributed a form in advance of the meeting following a visit to monitor the spend of the Sports Premium. He summarised key points from the report. The school received £16,000 of Sports Premium a year and as a governing body it was important to understand how the premium was being spent and the impact it was having. During the visit he had looked at the plan for the spend and went to see two classes. He was impressed to see how engaged everyone was and their level of ability. He saw evidence of peer to peer learning on display.

An impact report of the spend would be distributed to governors in the autumn term. WA said he was satisfied the premium was being spent in the right way.

LW had distributed a form in advance of the meeting following a visit to see the bucket/attention autism in action. LW summarised key areas from the report. She said children were really engaged and contributing. It was a fun activity but with a lot of learning going on as well. She was amazed at how attentive the children were and how conscious and respectful they were of the other pupils' work. During the visit she also saw a pottery class and pupils playing Taiko drums. It was amazing to see the pupils' control, co-ordination and participation.

## 9 ITEMS FOR THE NEXT MEETING

- Examples of pupils' learning journeys from Earwig.
- Approval of the improvement priorities.
- Agree governor responsibilities for monitoring of the improvement priorities.
- GDPR briefing for governors.
- Sports Premium briefing.
- Pupil outcomes report.
- Pupil premium report and agree link governor for pupil premium.

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10 **CORRESPONDENCE**

The Head of School reported that she had received communication from a parent that their child had been chosen to star in a BBC2 series. The parent said the child had been given such great opportunities by the school, like J Rock which had helped to make this possible.

11 **DATE OF THE NEXT MEETING**

The date of the next meeting was to be confirmed.

**Summary of Actions**

| <b>Minute</b> | <b>Action</b>   | <b>By whom</b> | <b>Target Date</b> |
|---------------|---|----------------|--------------------|
| 1.            | Send round some possible dates for safeguarding training in the autumn term.                                | LW             | July 18            |
| 2.            | Go through the safeguarding audit with AOC.   | NM             | Dec 18             |
| 3.            | Arrange for a swimming pool campaign video to be put together.  | LW             | Nov 18             |
| 4.            | Speak to the Trust Board about plans for the swimming pool.   | LS             | Oct 18             |
| 5.            | Make contact with local sporting celebrities to see if they would be prepared to take part in the campaign. | LW             | Nov 18             |
| 6.            | Arrange a visit to the school for Katy Walsh.   | AOC/LW         | Nov 18             |

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