



Cliffdale Primary Academy

Minutes of the Board of Governors Meeting

Date: Thursday 11 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

Katy Walsh, a Voluntary and Community Engagement and Support Officer from Portsmouth City Council 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.

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- Publicity and social media.
- Grants.
- 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 how 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 Cliffdale. 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 remain with regard to transport, since most children were on buses which couldn't cater to the timings of clubs. The school already ran two successful after school clubs which would remain.

The Head of School explained that one of the focus areas would be further implementing, monitoring and evaluating the newly designed personalised curriculum planning. 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 and incorporate the targets and the curriculum for pupils.

Governors asked how the school found out about new techniques for teaching. The Head of School said staff were connected with various organisations and networks in special education and throughout the Trust there were a lot of staff who kept up-to-date with and shared new ideas. The Trust was very innovative and new ideas, updates and key information were shared quickly.

Governors asked what process was followed to produce the priorities. The Head of School explained that they were produced following an evaluation of last year's priorities and then reviewed by the senior leadership team on a termly basis.

b) **Appraisal**

The Head of School confirmed that appraisals were all underway and targets were being set in line with the strategic plan.

c) **Safeguarding**

New Keeping Children Safe in Education (KCSIE) guidance came into effect from September 2018 and the policy had been updated to reflect this. All staff had received the annual training which reflected all of the new changes to the guidance and had read section 1 of KCSIE. The Head of School had attended two webinars on the new guidance. Trust Designated Safeguarding Leads continued to meet on a termly basis.

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The PCC safeguarding audit had recently been completed and would be shared in detail with the link safeguarding governor in the coming weeks; she would then report back to Governors at the next board meeting.

d) **Quality of Teaching**

Governors asked whether experienced teaching assistants were placed in classes in situations where new teachers were working with pupils with more complex needs than they were used to. The Head of School said they were. Careful thought was put into linking teaching assistants with teachers and pupils to ensure there were always staff who know pupils well.

Governors noted that the level of staff absence appeared to be very high and asked whether there was any benchmarking data available. The Head of School said future reports would include term by term comparison and confirmed the level of absence was higher than normal in the last academic year, due particularly to nine female staff being pregnant.

Governors asked whether the school would have problems retaining teachers due to the high level of teaching assistant absence. The Head of School said the school was good at providing cover and that teacher retention was very good at the school; there were no new teachers this academic year.

Governors asked whether there were any trends with absence, such as muscular skeletal problems, stress or mental health issues that would identify a need for additional training or support. The Head of School said there wasn't. The school was very vigilant with return to work interviews. Anyone suffering with stress was referred to occupational health if necessary.

e) **Personal Development, Behaviour and Wellbeing**

Pupil attendance remained very good, consistently around 95%. Absence was monitored and followed up on the first day of absence, every time. Behaviour support remained excellent. The approach used was positive, proactive and preventative.

Governors asked whether physical restraint was used. The Head of School said it was used very rarely and only as a last resort in instances where the pupil might harm themselves or someone else. The number of incidents of physical intervention last year was extremely low as per the Head of School report.

Governor said some parents struggled when pupils had meltdowns and asked whether the school provided any support. The Head of School said the school couldn't provide support with restraint but otherwise could provide behaviour training. Often parents were signposted to the CAMHS/LD Stepping Stones course.

7 **PUPIL OUTCOMES 17/18**

A Pupil Outcomes report for 17/18 was received in advance of the meeting. The Assistant Headteacher summarised the report explaining it was generated from B Squared. The Trust was moving towards using Earwig more and so the format of the report may change in future.

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Overall, pupils were continuing to make outstanding progress in all areas of English and Maths. There was no difference in groups and no Pupil Premium gap.

Governors asked whether targets were ever revisited and moved downwards if pupils were not meeting them. The Assistant Head said they usually weren't and certainly not initially. Usually pupils weren't meeting targets due to a barrier to learning which the school wanted to overcome.

Governors said that from the KS1 data provided, there could have been three pupils who were not on track to meet any of their targets. The Assistant Headteacher said the school knew the pupils individually and who wasn't on track and was clear about why this was.

Governors asked how parents were made aware if their child wasn't on track to meet their targets. The Assistant Head said parents wouldn't be fully aware of their children's targets, however, any interventions put in place would include parents at home. Also, teachers would discuss progress and any concerns at parents' evenings. The new EHCPs included progress towards targets and so reporting would become tighter and parents would be given more information.

Governors asked if there were any tests like SATs. The Head of School said they didn't use SATs as there were no pupils working at the appropriate required levels.

Governors said that as a parent it was hard to know whether their child was making progress as expected. The Assistant Head said any concerns would be discussed at parents' evening. The Head of School suggested sending information about key skills home to parents as this might help better inform parents. It was agreed this might be useful for parents and agreed to run a pilot.

Action: AOC

Governors asked how many pupils went back into mainstream education. The Head of School said there had only been one and that this had been parental choice to do so.

Governors asked for comparative data to previous years to be included in future data reports so it was possible for any trends to be identified.

Action: AOC

8 PUPIL PREMIUM

A report on the pupil premium strategy and self-evaluation was received in advance of the meeting. The Assistant Headteacher summarised the report and explained that it linked in with the strategic plan.

Governors noted the high number of pupils eligible for pupil premium and asked whether there had been an increase in the number of pupils who were eligible. The Assistant Headteacher said there had been an increase on last year, but generally the numbers were fairly stable.

9 SPORTS PREMIUM

An evaluation of the Primary PE and Sport Premium action plan for 2017/18 and the proposed action plan for 2018/19 were received in advance of the meeting. A PE Premium Overview and an overview from Planet Education were received at the meeting.

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Governors asked whether swimming was a statutory requirement for all pupils. The Head of School said it was only statutory for KS2 for a small amount of time, therefore children at Cliffdale exceeded the expectation considerably as they swam every week for at least a term, every year that they were in school.

Governors asked whether sports were included as part of the Premium. The Assistant Head said they weren't as they were part of the PE curriculum. The sports provision had recently been extended.

WA gave a summary of the PE Curriculum Support programme provided by Planet Education.

10 STAKEHOLDER ENGAGEMENT

a) Parent Survey

Governors reviewed the results from the parent survey that had been received in advance of the meeting. 46 parents had taken part in the survey which was a similar number to previous years. The results were overwhelmingly positive.

The lowest response was about governor engagement with parents. Governors discussed this and it was agreed to follow this up with parents and ask them what they felt governors could do to engage more.

It was agreed to follow up on the results from the parent questionnaire at the next parents' evening. Governors would be in attendance to talk to parents about the results from the survey in general and to ask more focused questions about governor engagement. The Head of School would organise some feedback from the parent survey, perhaps in the form of 'you said, we did', that governors could use at the parents' evening.

Action: AOC

Other ideas included: providing more information about governors in the school newsletter, producing a FAQ about governors.

b) Pupil Survey

Governors reviewed the results from the pupil survey which were overwhelmingly positive in all areas.

11 GOVERNING BODY MATTERS

a) Membership

Two responses had been received from the advert for a parent governor. AOC and LW would meet with them to discuss the role in more detail.

Action: LW/AOC

Sarah Clatworthy's term of office ended on 7.11.18. AOC would advertise the vacancy for a support staff governor.

Action: AOC

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b) **Governor Training**

LW and NM had attended a SEN Governor Conference on 10 October 2018. David Bartram had been one of the speakers at the conference. The Chair suggested asking him to run a governor training session for the Trust.

Action: KF

c) **Skills Audit**

It was noted that the skills audit was in progress.

d) **Governor Visits**

A governor visit report from the summer show was received in advance of the meeting.

12 **PREPARING FOR OFSTED INSPECTION**

It was agreed to go through the different elements in the 'preparing for Ofsted inspections' document in future meetings.

13 **ITEMS FOR THE NEXT MEETING**

- Results from staff survey.
- GDPR briefing for governors.
- Preparing for Ofsted Inspections – questions 1 and 2.
- Transition
- Swimming pool campaign
- Analysis of skills audit.
- Governor monitoring/links.
- Report from safeguarding audit – NM.

14 **DATE OF THE NEXT MEETING**

The date of the next meeting was Thursday 6 December 2018 at 5.00pm.

Signed:.....

Date:

Summary of Actions

Minute	Action	By whom	Target Date
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
7.	Trial sending key skills information home to parents.	AOC	Dec 18
8.	Provide comparative data from previous years in future pupil outcome reports.	AOC	Feb 19
9.	Organise some feedback from the parents' questionnaire for governors to use at the next parents' evening.	AOC	Oct 18
10.	Meet with the two volunteers for the parent governor vacancy.	AOC/LW	Nov 18
11.	Advertise the vacancy for a support staff governor.	AOC	Nov 18
12.	Look into the possibility of asking David Bartram to run a governor training session.	KF	Nov 18

Signed:.....

Date: