



**Minutes of Local Governing Board  
meeting held at Anker Moor School on  
Wednesday 29<sup>th</sup> March 2017 at 6.00pm**



Fierté Multi Academy Trust

**Present:** (JK) Mrs J Kirkham (Chair) (arrived 6.10pm)  
(SR) Mr S Russel (Headteacher)  
(AB) Mrs A Barnes  
(KC) Mr K Caveen  
(CH) Miss C Hopkins

**In Attendance:** (EP) Mrs E Price (Associate Member)  
(MD) Mr M Davies (OBS)  
(TV) Mrs T Vigus (Entrust Clerk)

In the absence of the Chair, the Clerk opened the meeting.

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| <b>1</b> | <b>Attendance and apologies</b>   |                       |
| 1.       | Governors updated data sheet – see appendix 1<br><b>Action:</b> Copy to Trust and Entrust.<br><br>No apologies were received – full attendance.   | TV                    |
| <b>2</b> | <b>LGB matters</b>  |                       |
| a        | <b>Membership</b><br><ul style="list-style-type: none"> <li>• It was noted that MD has not had DBS checked by school yet, so for this meeting he attended as an Observer.<br/><b>Action:</b> DBS completion onto central record</li> <li>• Sarah Thornely Carless has resigned from LGB</li> <li>• Simon Russell is Headteacher Governor (1.1.17)</li> </ul><br>Governors noted that the skills audit should be used to inform future appointment.<br><b>Action:</b> TV to send 2017 Skills audit to SR and JK<br>TV to send links to SGOS, Inspiring Governors, Academy Ambassadors. | MD JK<br><br>TV<br>TV |
| b        | <b>Confidentiality</b><br>The Clerk reminded all governors that all matters relating to this meeting were confidential.   |                       |
| c        | <b>Register of Business Interest</b><br>No changes were declared and SR confirmed register had been completed.<br><b>Action:</b> EP to check that website information is up to date.<br>TV to send NGA checklist  | EP<br>TV              |
| d        | <b>Declaration of Interest – business and Pecuniary.</b><br>No declarations were made related to agenda items   |                       |
| e        | <b>Persons of Significant Control.</b><br>SR was uncertain if this had been done at Trust/ School level and would   | SR                    |



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| <p><b>? Governors asked how school needs are communicated to Trust to inform budget / development planning and programmes.</b></p> <p>P4 /12 Coaching<br/>Staff members reported that this had been started last year but had not been sustained. SR confirmed that he has introduced in-school coaching where by staff will observe good practice, identify with leaders their next step improvement actions and be observed later. Staff would receive feedback and performance would be part of an ongoing monitoring process. He reported that staff were engaging well and were strongly supporting the sharing of good practice and peer to peer support. A monitoring schedule is being developed by Senior leaders and will drive school improvement.</p> <p>P4/12<br/><b>? Governors asked what was happening about the need for additional staff identified at previous meeting.</b><br/>SR is currently in discussion with the Trust about staffing for September 2017.<br/><b>Action:</b> SR to follow this up with Trust.</p> <p>P4/19<br/><b>? Governors asked what feedback there had been from Audit regarding pupil safety.</b><br/>Governors noted that this was a Health and Safety issue with the end of crossing patrol. They noted the risks to staff if they undertook crossing duties.<br/><b>Action:</b> SR to follow up and to ensure that current concerns are shared with RB (H+S) and Trust.</p> <p>P5/15<br/><b>? Governors asked if the member of staff seconded to Violet Way would be returning to Anker Moor and when.</b><br/><b>Action:</b> SR to follow up.</p> <p>P5/9<br/><b>? Governors asked what was happening about Fierté Launch.</b><br/>They noted that parents and governors did not feel they had been well informed about Academy launch and although they acknowledged that there would be teething problems in joining an established academy, they were anxious that the whole school community was informed and involved. Governors noted that there was a feeling of being “Left out of the loop” and they were anxious to ensure that Anker Moor was an equal partner within the MAT. The Governors were committed to ensuring that they got things right for the children and families of Anker Moor.<br/><b>Action:</b> SR and JK to discuss this with CEO at later date.</p> <p>P5/10<br/>Inset dates have been confirmed as 24<sup>th</sup> and 25<sup>th</sup> July.</p> <p><b>Resolved:</b> The actions arising from the previous meeting have been completed and the above questions will be shared with the Trust later by JK</p> | <p>SR /JK</p> <p>SR /RB</p> <p>SR JK MH</p> |
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|          | and SR.   |    |
| <b>5</b> | <b>Reports</b>  |    |
| a        | <b>Chair and Vice Chair Actions.</b><br>See Confidential minutes  |    |
| b        | <b>Curriculum and Standards reports (3.11.16)</b><br>The minutes were shared with governors prior to this meeting.  |    |
| c        | <b>Link/ nominated governor reports</b><br>The following reports had been received by governors<br>8.2.17 CH - RE/Assembly/ Early Years<br>7.2.17 CH - Humanities<br>13.2.17 CH – English<br>14.2.17 CH – Science<br>20.2.17 KC – PE<br>26.1.17 JK – Maths<br><br>Governors noted that link roles will be reviewed in summer term for 2017/18   |    |
| <b>6</b> | <b>Headteacher's Report</b>   |    |
|          | <p>P2<br/> <b>? Governors asked if a report had been received from Jenny Hart re LA category.</b></p> <p>SR reported that she had been on a visit but there was no report. As Ankermoor is an Academy, the LA will not be commissioning support for curriculum improvement. LA support is being given for Attendance and PP needs.<br/> <b>Action:</b> Governors asked SR to share outcome with Trust and to ask what support can be bought in to address category 3 status.</p> <p><b>? Governors asked if SR was receiving sufficient support as a new HT from the Trust.</b><br/> SR confirmed that he had met CEO and Triad review had taken place recently. He would share that report with governors.<br/> SR added that he has forged links with HT's at other Tamworth schools and school is a member of Amington Cluster.</p> <p><b>? Governors asked how the changes to the start of the day had gone and what impact had it made on learning.</b><br/> SR reported that he was confident that improvements were taking place. The prompt start to the day was settling the children into learning immediately. Staff were using additional time to support individual pupil work in Spelling, Punctuation etc . Intervention programmes were being developed to diminish gaps in learning. Staff reported that the prompt start had led to greater consistency. Parent access to learning areas had been restricted and the children's behaviour had been good. The change was establishing the culture of the school as a learning environment. Staff and parents appreciated the office being available to deal with parent information requests.</p> <p>P3<br/> <b>? Governors asked what had the impact of the changes to Y2/3 organisation been.</b><br/> SR reported that he had observed teaching and learning and had looked at pupil books.</p> | SR |

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| <p>He could see improved pitch due to separate input.<br/>There was a better learning environment and pupils were starting to engage with their work – displaying good learning attitudes. This needs to be embedded and worked on further.</p> <p>Governors noted that internal communication had improved greatly and staff felt they were better informed. Communication with parents has also improved. SR said that this was a work in progress, but he wanted all members of the school community to know and understand what was happening. Diary management and forward planning was becoming more effective.</p> <p>P4 Governors noted that the school was looking a lot tidier.</p> <p>P4<br/><b>? Governors asked if data was available for attendance (minus PA and special circumstances codes).</b><br/>SR said he would include in his next report.</p> <p>P5,6,7 – school data<br/>Governors noted that they had looked at data in depth at C+S meeting. They appreciated the key findings information which enabled them to have a more informed knowledge and understanding of school development and the impact of actions.</p> <p>P12<br/><b>? Governors asked if the additional duties Mrs Bryan had taken on (Cover for secondment to Violet Way) was impacting on her role.</b><br/>SR said she now had less time to devote to Family Support role and pupil needs were increasing.</p> <p>P13<br/>Governors noted that behaviour is good.<br/><b>? They asked if the Trust had produced a policy and if so what was the role of LGB in ratifying a policy and ensuring compliance.</b><br/>Governors identified the need for staff to be updated when policies change to ensure they are working in compliance with Trust expectations and practice.<br/>Governors noted that they needed to have a central copy of all Trust policies to ensure compliance.</p> <p>Governors identified the need to work more closely with the Trust and hoped that an open, honest, transparent relationship would develop and they could contribute more effectively to the success of Anker Moor and to the success of the Trust. Governors want to be positive and to embrace the opportunities membership of the Trust brings but at this moment in time they felt that communication was not as effective as it could be. Governors were anxious to support SR and to improve as a LGB and appreciated that they were all on a learning journey.</p> <p>(AB left the meeting at 6.30 )</p> <p>P14<br/><b>Governors raised concerns about Safeguarding and school security.</b></p> | SR |
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|          | <p>They noted that the changes implemented by SR had started to reduce access into school, however</p> <ul style="list-style-type: none"> <li>• The front door code is widely known and requires regularly changing. Parents and pupils who know the code have been challenged about unauthorised entrance. (Same code for over 5 years!)</li> <li>• The bell system needs to be automated to ensure children are not dismissed early</li> </ul> <p><b>Action:</b> SR asked to inform Trust of <b>IMMEDIATE</b> need for action.</p> <p>P15<br/>Governors noted that the recent emphasis on basic skills, presentation, marking and establishing new procedures was sending a strong message to all members of the school community about the need to raise standards.</p> <p>SR reported that a Triad review had recently taken place and the report would be shared with governors.</p> <p>SR reported that he was focussing on raising the expectations of all staff through observation and feedback. He was anxious to empower staff to change established practices to ensure good outcomes for the children. He noted that staff relationships are strong, but he would like to increase the “professional challenge and accountability” within the team so ensure the best for the children.</p> <p>Governors noted that their triangulation of school standards is not as robust as they would like. They acknowledge the need for more training so that they could increase their confidence, understanding and knowledge of pupil outcomes. They noted that this was an area to develop in their next Development plan. Governors noted that they have a duty to set the tone for school improvement and they were developing higher expectations of SR ,the staff and the children.</p> <p><b>Resolved:</b> The head teachers report was accepted and SR was thanked for the depth of information he had provided for governors.</p> <p>SR asked if the report was in the format they wanted. Governors liked the format and felt well informed.</p> | <p>SR/RB</p> <p>SR-</p> |
| <b>7</b> | <b>Governors self-evaluation</b>   |                         |
|          | <p>JK stated that governors needed to spend more time evaluating their performance and developing their Improvement plan.</p> <p>Governors identified the need for a meeting to look at the Ofsted RAG matrix and a date would be set for this.</p>  | <p>JK – set date</p>    |
| <b>8</b> | <b>Safeguarding updates</b>  |                         |
|          | <p>JK and SR have arranged to meet regularly to monitor safeguarding</p> <p>The current DDSL role is growing due to the needs of families and pupils. It is currently equivalent to 1 day per week.</p> <p><b>? Governors asked if this was sufficient</b></p> <p>SR said that they were just coping but if time was increased they would be able to do more preventative work with families.</p>  |                         |

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|           | <p><b>Action</b><br/> <b>Governors asked SR to discuss this with Board with specific reference to the growing caseload.</b> Governors were anxious that every avenue was looked at to improve pupil outcomes.</p>  | SR |
| <b>9</b>  | <b>School Improvement Plan</b>   |    |
|           | <p>Governors confirmed that the SIP priorities had been set by RB.<br/> SR has decided to continue with these for this term and has reported on progress in HT report.</p> <p>Governors noted that they will need to review their Development plan following the Ofsted self evaluation.</p>   |    |
| <b>10</b> | <b>Finance</b>   |    |
|           | The information in GIP has been noted.   |    |
| <b>11</b> | <b>Policies and procedures</b>   |    |
|           | <p>i. Governors have noted the need to become more familiar with Trust policies and to undertake an audit of school policies.</p> <p>ii. TV to send link for Governance Handbook and competency Framework</p> <p>iii. <u>Discriminatory incidents.</u><br/> <b>? Governors noted that none had been reported to LA and asked why?</b></p> <p>SR said that behaviour is a strength of school and procedures are in place for any concerns to be followed up quickly and effectively. He had received no complaints from parents or pupils.</p> <p>iv. <u>SACRE</u> syllabus is available and the subject leader has attended training. To date this hasn't been shared with staff but has been shared within the Cluster.<br/> SR reported that the priority had been establishing basics and the syllabus requirements would form part of subject leader action plans to be developed for September.</p> <p><b>Action;</b> Governors asked SR to make Subject Leader action plans available when they are revised.</p> <p>v. SR identified the need to look carefully at the attendance policy. However, he was pleased that attendance data is good and systems are in place to follow up concerns.</p> | SR |
| <b>12</b> | <b>Other information items</b>   |    |
|           | <p>Governors noted that School + National data had been shared with them from different sources.</p> <p>The other items in the GIP have been noted.</p>  |    |
| <b>13</b> | <b>Confidentiality</b>   |    |
|           | See attached minutes   |    |
| <b>14</b> | <b>Date and time of future meetings</b>  |    |

Comment [VM(1):

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|  | <b>Wed 26<sup>th</sup> April at 1.00pm – working party – Trust partnership</b>   |  |
|  | <b>Wednesday 3<sup>rd</sup> May – Curriculum and Standards at 6.00pm</b>   |  |
|  | <b>Thursday 8<sup>th</sup> June – LGB at 6.00pm</b>  |  |
|  | Please can all reports, papers, agenda etc be sent to Clerk by 25 <sup>th</sup> May 2017 for distribution for FGB meeting. |  |

**Distribution:**

LGB members  
AJ – Clerk to Trust Board  
MH – CEO

31.3.17 TV

DRAFT