



**Violet Way Multi Academy Trust**  
**MINUTES of**  
**Ankermoor Primary Academy Local Governing Board Meeting**  
**held on Thursday 13 October 2016 at 6:00pm**

**Present:** Mrs J Kirkham (Chair)  
 Mr R Burns (Headteacher)  
 Mrs A Barnes  
 Mr K Caveen  
 Mr M Davies  
 Miss C Hopkins

**In Attendance:** Mrs E Price (Associate Member), Mrs V Blundell (Chair of the Trust Board, Observer), Mr M Armstrong (Observer, shadowing the Clerk) and Mrs A Jones, Clerk to the Trust Board

		Action
1.	<b>Learning Walk</b> It was agreed that this would not take place	
2.	<b>Welcome and Apologies</b> The Clerk welcomed everyone to the first meeting of Ankermoor Academy Local Governing Board (LGB) and ascertained that all governors currently hold an enhanced DBS certificate  <b>Resolved:</b> that there were no apologies	
3.	<b>Election of Chair</b> There was a nomination for Mrs J Kirkham  The Clerk advised that Chair and Vice-Chair elections take place on an annual basis at the summer term LGB meeting, as per Articles of Association / Scheme of Delegation  <b>Resolved:</b> that Mrs J Kirkham was elected as Chair	
4.	<b>Election of Vice-Chair</b> There was a nomination for Mr K Caveen  <b>Resolved:</b> that Mr K Caveen was elected as Vice-Chair	
5.	<b>Governing Board Matters</b>  a) <b>Membership:</b> It was noted that the scheme of delegation for the Trust Board states that there should be 7 LGB members as follows: <ul style="list-style-type: none"> <li>• 3 Co-opted Governors</li> <li>• 2 Staff Governors (including Academy Headteacher)</li> <li>• 2 Parent Governors</li> </ul> <b>Resolved;</b> that the Chair contacts Mrs S Thornely-Carless to ascertain her intentions as to whether she wishes to continue to be a governor  <b>Associate Members:</b> Appointment of Associate Members was discussed.  <b>Resolved:</b> that Mrs E Price was duly appointed as an Associate Member with voting rights at the Curriculum & Standards Committee meetings  b) <b>Confidentiality:</b> Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.	<i>JK</i>

c)	<p><b>Register of Business and Pecuniary Interests:</b> Governors were reminded of the requirement for them to update the register of business and pecuniary interests on an annual basis.</p> <p>The register of business and pecuniary interests was tabled</p> <p><b>Resolved:</b> that governors complete the register of business and pecuniary interests at the meeting</p>	LGBM
d)	<p><b>Declaration of Interest Business and Pecuniary:</b> No declarations of interest were made by Governors in respect of any items appearing on the agenda.</p>	
e)	<p><b>Code of Conduct:</b> Governors were advised that they should have a Code of Conduct in place that all serving Governors agree to and understand.</p> <p><b>Resolved:</b> that the model Code of Conduct be adopted and signed by the Local Governing Board at the meeting</p>	LGBM
f)	<p><b>Committee Structure and Membership</b> The Chair of the Trust Board explained that the Trust Board scheme of delegation allows for LGBs to have one committee.</p> <p>Governors were also informed that the Trust Board deals with:</p> <ul style="list-style-type: none"> <li>• Finance: there are separate accounts for each academy</li> <li>• H&amp;S: audit to be undertaken across the MAT</li> <li>• Headteacher Performance Review (HTPR); 2 governors and one Trust Board member</li> </ul> <p><b>Governors asked where/how issues highlighted on GDP are dealt with</b> and the Trust Board Chair stated that the scheme of delegation allows for Task &amp; Finish groups to be convened in such cases where necessary.</p> <p><b>Resolved:</b></p> <p>i. that the Curriculum &amp; Standards committee be established; all governors are members</p> <p>ii. that a Pay Review Panel is convened when necessary; membership as follows: Mrs J Kirkahm Mr K Caveen Mr M Davies</p> <p>iii that the following are members of the HTPM Review Panel: One Trust Board Member Mrs J Kirkham Mr M Davies External Advisor Andrea Dawson</p> <p>iv. that the HTPR takes place on Tuesday 22 November (<i>time please??</i>)</p>	<p>JK, KC, MD</p> <p>JK, MD</p> <p>RB, JK, MD</p>
g)	<p><b>Nominated / Link Governors</b></p> <p><b>Resolved</b> that the following Nominated / Link Governors be appointed:</p> <p><u>Nominated Governors:</u> <b>Safeguarding, Prevent Duty</b> Mrs J Kirkham <b>SEND</b> Mrs A Barnes</p> <p><u>Link Governors:</u> <b>Maths, MFL</b> Mrs J Kirkham</p>	

	<p><b>English, IT EYFS, RE, Music, Science British Values Cornerstones PE &amp; Sports Funding Website</b></p>	<p>Mr M Davies Mrs C Hopkins Mr K Caveen Mrs A Barnes Mr K Caveen Mrs E Price</p>	
6.	<p><b>Minutes of the Previous Meeting</b> The Clerk advised that the previous minutes should be signed off for archiving with Entrust, even though the Governing Board to which the minutes refer is no longer in place. Governors are asked to agree that LGB membership details and any future minutes be sent to Entrust as the current SLA with Entrust is to March 2017</p> <p><b>Resolved:</b> i. that the Minutes of the full Governing Board meeting held on 27 June 2016 be signed off ii. that governors agreed that LGB membership details and future minutes are sent to Entrust</p>		<i>AJ/TV</i>
7.	<p><b>Matters Arising from the Previous Meeting</b> It was noted that governors have not as yet been issued with a school based email due to a change in provider.  New provider is WAVE 9 who are undertaking an audit of all schools.  <b>Resolved:</b> that all governors will be issued with a school based email address once WAVE 9 have undertaken the audit.</p>		<i>Provider</i>
8.	<p><b>Reports</b></p> <p>a) <b>Chair's and Vice-Chair's Actions:</b> The Chair reported that she had undertaken the following actions on behalf of the Governing Board since the last full Governing Board meeting:</p> <ul style="list-style-type: none"> <li>• Signed off the Academy Order</li> <li>• Accepted the Headteacher's resignation as from 31 December 2016</li> </ul> <p>b) <b>Headteacher's Report:</b> It was noted that the Headteacher's report had been circulated with agenda papers and the following highlighted / raised:</p> <p><b>Page 2: number on roll – 148</b> <b>Governors asked if school was at capacity</b> and the Headteacher reported that total capacity is 150 and that there is a waiting list for Year 2 /Year 3</p> <p><b>Governors questioned how having 150 pupils would impact on class sizes and data</b> and the Headteacher responded that data is cohort specific and therefore would fluctuate. It was noted that mixed age classes are not so good for implementation of the new curriculum, and that Year 2 / 3 is not the best mix as it cuts across two Key Stages</p> <p><b>Governors wanted to know if the increase in numbers is impacting on the infrastructure of the school</b> and it was noted that staff are responding by setting up learning zones</p> <p>The Headteacher reminded Governors that the quad was earmarked for conversion to a classroom prior to the Academy Order</p> <p><b>Page 3:</b> see Confidential Appendix (i)</p>		

**Page 4: Performance Management**

***Governors asked who undertakes TA performance management PM)*** and the Headteacher responded that he carries out TA PM

Governors were informed that everyone at Ankermoor is a 'leader' and TEAM Ankermoor encourages everyone to flourish

**Page 6: Attendance**

Governors were pleased to note that attendance is currently 97.2%  
See Confidential appendix (ii)

**Page 6: Data**

A lot of questions were raised about the data in general but it was agreed that these should be deferred to the next Curriculum & Standards committee when the autumn term data will be available.

Governors noted that KS2 SATs results are lower than National but higher when compared to other Tamworth schools; results do show improvement.  
These will be discussed in depth at the RAISE training

**Page 12: Quality of Teaching:**

The Headteacher reported that, having trialled a different format, staff have returned to the original format for pupil progress meetings due to inconsistencies in results.

Governors noted that the Headteacher has resumed ownership of holding staff to account during pupil progress meetings; the Deputy Headteacher is shadowing the Headteacher during these meetings.

***Governors asked for clarification on how inter school coaching works*** and the Headteacher responded that (*help please Richard – I didn't note your response sorry!!*)

**Page 15: Accommodation:**

Governors commented very positively on the outdoor provision for EY, and ***noted from their own observations*** that the area is being well used

***Governors asked how the bid for 30 hours entitlement would affect staffing in EY*** and the Headteacher responded that there are currently 14 children who would be eligible to stay all day

Governors noted that a further member of staff would be needed but were assured that only one teacher is required in EY; the additional member of staff could be a TA or Inclusion Supervisor

The Chair of the Trust Board explained that Governors are still able to appoint staff even though they are not fully responsible for the budget.

**Page 19: Governing Board and Community:**

The Headteacher reported that he had received notification that the School Crossing Patrol Warden is being made redundant in December due to staffing cuts.

It was noted that an Officer visited the school to look at the volume of children using the crossing on a day when KS1 children were still in After School Clubs.

Governors were informed that the Trust cannot afford Crossing Patrol Wardens and asked to consider alternatives.

It was noted that the Council has a duty of care to ensure adequate bollards and fencing at crossings.

	<p><b>Page??: School Development Plan</b>  <i>Anything to add here Richard?</i></p> <p><b>Resolved:</b></p> <p>i. that the issue of the quad conversion to a classroom be taken to the Trust Board; Clerk to add to agenda</p> <p>ii. that RAISE training will be organised for all Trust schools early in the Spring term</p> <p>iii.that Highways are invited as a matter of urgency under H&amp;S, to assess the School Crossing situation again</p>	<p><i>AJ</i></p> <p><i>RB/MH</i></p> <p><i>RB</i></p>
9.	<p><b>School Improvement and Evaluation</b></p> <p>a) <b>School Development Plan (SDP)</b>  It was noted that the SDP had been circulated with meeting agenda and referred to in the Headteacher's report (see Minute 8b)</p> <p>b) <b>Evaluation</b>  The Chair of the Trust Board reported that an annual report of governance is required for the auditors and that the outcomes of a governor self review for each LGB forms part of the report to the auditors.</p> <p>Governors were also informed that:</p> <ul style="list-style-type: none"> <li>• an external self review of governance will be undertaken for each LGB</li> <li>• a training programme for all Trustees and Governors will be arranged</li> <li>• any LGB member may visit another LGB meeting / sharing good practice</li> <li>• Ofsted visit within 5 terms of becoming an Academy</li> </ul> <p>It was noted that the above will be discussed further at the Governance Forum meeting on Tuesday 18 October 2016.</p> <p>A suggestion was made that there is a get-together to launch the Trust, possibly in the Spring term</p> <p><b>Resolved:</b></p> <p>i. that governors accepted that an external review will be undertaken at some point during the year</p> <p>ii. that a get-together is an agenda item at the next Trust Board meeting</p>	<p><i>AJ</i></p>
10.	<p><b>Academy Items</b></p> <p>a) <b>Celebrations</b>  It was noted that Celebrations is to be a standard LGB agenda item.</p> <p>Governors raised the following reasons for celebration:</p> <ul style="list-style-type: none"> <li>• huge support from parents at recent Harvest Festival</li> <li>• £240 raised at coffee morning in support of MacMillan</li> <li>• Receiving Academy Order as from 1 October 2016</li> <li>• Excellent work of Family Support Worker with 'Anker Moor Angels'</li> </ul> <p>b) <b>INSET Dates 2016/17</b>  <b>Resolved:</b> that governors approved the following INSET Dates for 2016/17:</p> <p><i>Julie/Richard – please let me have INSET dates many thanks</i></p>	
	<p><i>It was noted that Mrs C Hopkins left the meeting at this point; Clerk advised that the meeting was still quorate</i></p>	
11.	<p><b>Safeguarding Updates</b>  Governors were made aware of the following Safeguarding updates</p>	

a)	<b>DBS checks</b> (see Minute2)	
b)	<b>Keeping Children Safe in Education</b> (2016 version)  <b>Resolved:</b> that all governors sign to acknowledge that they have received and read Section 2 of KCSIE (2016)	<i>LGBM</i>
c)	<b>Online Safety Information for School Governors</b> Information in Governors Information Pack (GIP) noted	
d)	<b>Female Genital Mutilation: New Statutory Guidance</b> It was noted that this has been dealt with at staff training on INSET Day (September 2016)	
e)	<b>Children missing from Education due to health/medical needs protocol</b> <b>Resolved:</b> that governors are assured that school is <b>compliant</b> with the protocol  <b>Governors asked if there is a Trust protocol for incidents that go viral on social media</b> and it was noted that there is no protocol for such incidents.  <b>Resolved:</b> i. that the above issue is raised at the next Trust Board meeting and a communication strategy is formulated ii. that a desk top exercise relating to the above is an agenda item at the next Leadership Forum meeting	<i>AJ/TBM</i>  <i>AJ</i>
12.	<b>H&amp;S</b> The Headteacher reported that he is H&S Lead for the Trust and that a H&S audit has been commissioned by the DfE to be undertaken by WILKES	
13.	<b>Privacy Notice 2016-2017</b> Governors were advised that proper arrangements should be in place to conform with requirements.  <b>Resolved:</b> that the website is checked for Privacy Notice 2016 – 2017 compliance	<i>EP</i>
14.	<b>Admission Arrangements 2018/19</b> Governors were informed that the Trust had adopted the LA admission arrangements, with an amendment to the order for admissions criteria  Increasing the PAN was discussed but it was noted that the school does not currently have the capacity to increase numbers.  <b>Resolved:</b> that the PAN for 2018/19 be set at 20 with 30 fte for Nursery	
15.	<b>HR Aspects</b>  a) <b>Performance Management of Teaching Staff</b> The Headteacher reported that the cycle performance management of all staff is in place  b) <b>Performance Management of Headteacher</b> (see Minute 5 f iii)	
16.	<b>Other Information Items</b> Governors were advised to note the Academies Corner in the GIP	

	<b>Resolved:</b> that the information be noted	
17.	<p><b>Confidentiality</b> Governors were asked to identify any items included on the agenda which require recording in a confidential appendix to the minutes.</p> <p><b>Resolved:</b> that the following items be recorded in a confidential appendix to the minutes. Confidential Appendix (i) Minute 8 (b) – Trust name Confidential Appendix (ii) Minute 8 (b) - Attendance</p>	
18.	<p><b><i>What have we achieved tonight that will improve outcomes for the children in this school?</i></b></p> <p>The Chair identified the following actions arising from this meeting as evidence that governors are actively fulfilling their roles in driving school improvement by challenging, supporting and holding school leaders to account:</p> <ul style="list-style-type: none"> <li>• Knowledge of school strengths and developments</li> <li>• Capacity to move forward as part of the Trust</li> <li>• Receiving and approving evidence from the Headteacher and other senior leaders</li> <li>• Ensuring statutory requirements are met</li> <li>• Having best interests and safety of children at forefront (– School Crossing)</li> </ul>	
19.	<p><b>Any Other Business</b></p> <p>a) <b>Modern Governor Training Certificates</b> <b>Resolved:</b> that all governors forward certificates from Modern Governor training to the Chair as soon as training has been completed</p> <p>b) <b>Road Safety</b> See Minute 8 (b).</p>	<i>LGBM</i>
20	<p><b>Confirm Dates and Times of Future Meetings</b></p> <p><b>Resolved:</b> that the next Local Governing Board meetings will take place as follows:</p> <p style="padding-left: 40px;">Thursday 2 March 2017 at 6:00 pm</p> <p style="padding-left: 40px;">Thursday 8 June 2017 at 6:00 pm</p> <p>That the Curriculum &amp; Standards Committee meetings will take place on:</p> <p style="padding-left: 40px;">Thursday 3 November 2016 at <i>(is it 6:00?)</i></p> <p style="padding-left: 40px;">Thursday 19 January 2017 at ??</p> <p style="padding-left: 40px;">Thursday 28 April 2017 at ??</p> <p><b>Meeting closed at 8:15 pm</b></p>	

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

## Future Agenda Items

Meeting	Agenda Item
Trust Board	<ul style="list-style-type: none"> <li>Anker Moor quad – conversion to classroom</li> <li>Social get together re launch of Fierte Trust</li> <li>Protocol for communication strategy</li> </ul>
Leadership Forum	<ul style="list-style-type: none"> <li>Desk top exercise for viral social media incidents</li> </ul>

## ACTION SHEET

Min No	Action required / who? / when?	Action completed
5 a	JK contacts STC immediately re her intentions of being a governor	
5 f (iv)	HTPR takes place on Tues 22 Nov – JK, MD + TBM	
6 (ii)	LGB membership details and future minutes are sent to Entrust - AJ/TV	
7	All governors issued with a school based email address once audit undertaken by WAVE 9. - Provider	
8 (ii)	RB/MH organise RAISE training early spring term for all Governors & Trustees	
8 (iii)	RB contacts Highways again re School Crossing – immediate	
9 b (i)	External review of governance to be undertaken at some point during the year - date tbc	
13	EP checks website for Privacy Notice compliance	
19 a	LGBM to send Modern Governor certificates to JK as soon as training completed	