

**Minutes of Local Governing Board
meeting held at Ankermoor School on Tuesday
14th November 2017 at 6.00pm**



Fierté Multi Academy Trust

Present: (JK) Mrs J Kirkham (Chair)
(SR) Mr S Russell (Headteacher)
(AB) Mrs A Barnes
(KC) Mr K Caveen
(CH) Miss C Hopkins

In Attendance: (TV) Mrs T Vigus (Entrust Clerk)

The Chair was taken by Mr K Caveen as part of development and training of governors.

1	Attendance and apologies
	No apologies were received – full attendance.
2	Appointment of Chair
3	Appointment of Vice Chair
	Resolved: Appointments had been made in summer term and no changes were required.
4.	LGB matters
a.	<p>Membership</p> <p>i. Vacancies – 2 governors required. Governors discussed the urgent need to increase governor membership to bring additional skills and expertise to the LGB. Governors noted that although the current membership is working very well as a team, there is a need to reduce the demand on individual governors which could be achieved by extra members.</p> <p>Action: TV to contact Entrust – available governors AB to contact a former member of staff SR to contact Trust – available governors.</p>
b.	<p>Confidentiality</p> <p>The Chair reminded all governors that all matters relating to this meeting were confidential.</p>
c.	<p>Register of Business Interest</p> <p>No changes were declared, and SR confirmed register had been completed.</p>
d.	<p>Declaration of Interest – business and Pecuniary.</p> <p>No declarations were made related to agenda items</p>
e.	<p>Code of conduct</p> <p>TV outlined changes to Code of Conduct 2017/18. Resolved: Governors approved Code of Conduct be adopted. Action: Governors to sign front page.</p>
5	Minutes of meeting held on 28th June 2017
	<p>Governors confirmed that the minutes were a true and accurate record. Resolved: The minutes were signed and made available for display.</p>
6	Matters arising from the minutes of 28th June 2017

Page	Item	Action	
1	2a	Letter to governor – removal from LGB due to not securing DBS	Not required. Governor resigned.
	2a	Trust approval of removal of governor	
1	2b	JK appointed Chair – inform Trust / Entrust	Completed
	2b	KC appointed Vice Chair – inform Trust/ Entrust	Completed
	2b	Update Edubase information	Completed
2	4	Updated Scheme of Delegation to LGB when available	Trust S of D has been revised and is on Trust website.
3	4	Contact SCC re: Crossing Patrol update	SR reported that school is working with SCC to secure bids for safety resources. No update on crossing patrol.
	4	Governor self-evaluation meeting on 17.7.17 – All governors required	Cancelled due to TV covering at another school.
	4	Send GIP electronically to all govs at start of term	Completed
4	6	Send Governor visits reports for inclusion with Autumn term governor call out	Completed
6		HT report – daily Mile	See below
		HT report – behaviour update	See below
7		Present SDP to LGB when completed	Received at C+S committee mtg – see minutes
8	8	Safeguarding review mtg – training register, DBS – Academy, First Aid, Policy, Wrap around provision. Check compliance URGENT	See below
8	8	Review of wrap around care, lettings, polices etc URGENT.	See below
8	9	Health and safety audit and termly review	See below
9	12	Contact CEO re: HTPM	In hand.

Item 6 Daily Mile

SR reported that this continues, and pupils have benefitted from activities before the start of the day. Entry to school is calm and orderly and pupils are ready to engage with learning.

Item 6 Behaviour

SR reported that there have been no incident requiring logging this term. Pupils overall are very well behaved and responsive to school management systems and rewards. School values have become an integral part of school life and the children are responding to higher expectations.

Item 8 Safeguarding

The previous meeting identified several areas of urgent concern. The Head and LGB have taken swift and decisive action to ensure that school is compliant with current regulations, practice and policy. Governors identified the need for safeguarding to remain on the agenda for all meetings and for training to be revisited frequently. Safeguarding audit will be done by JK and SR on 30.11.17. Safeguarding will also be part of the Trust Health and Safety annual audit.

Resolved: Governors were assured that Safeguarding is now compliant with current regulations, policy and practice.

Item 8 Wrap around care

The previous meeting identified several areas of urgent concern. The Head and LGB took immediate action to rectify these concerns. Breakfast club – food preparation has been moved to kitchen and dining room to minimise

7	Review of Committee Structure / Scheme of Delegation (Fierté) Link Governor appointments
a	<p>Scheme of delegation / terms of reference have been revised by Trust and are available on website.</p>
b	<p>Link Governor roles for September 2017.</p> <p>JK Safeguarding / PREVENT AB SEND pupils and provision JK Pupil Premium pupils and provision KC Health and Safety JK School priority - Maths CH School priority- Reading KC School priority – Writing</p> <p><i>Governors asked when should they contact Subject leaders during the year.</i> SR said that Subject Leaders had produced individual action plans that fed into the school development plan. SR noted that staff have given considerable time to ensure that subject action plans have been done. He suggested that governors with responsibility for key priorities (above) should contact subject leaders at the start of next term, when data will be available.</p> <p>SR reported that the revised leadership team was having a strong impact. Monitoring was firmly established, and staff received regular and valued feedback. This reinforced the school's commitment to raise standards. Staff reported that training by Senior Leaders was excellent and they felt that collaborative leadership was now in place and supporting them to improve.</p> <p>Resolved: Governors were confident that Senior Leaders were driving school improvement.</p>
8	Reports
a	<p>Chair and Vice Chair Actions.</p> <p>Resolved; No actions had been taken by Chair or Vice Chair on behalf of the LGB since the previous meeting.</p>
b	<p>Curriculum and Standards reports (5.10.17)</p> <p>The minutes were circulated to governors with agenda papers. <i>Governors noted that they had the opportunity to look in depth at data and to ask challenging questions about school improvement.</i></p> <p>Resolved: Governors were confident that the Head and Senior Leaders were accounting for performance and the actions identified for school improvement.</p>
c	<p>Link/ nominated governor reports</p> <p>Action: Safeguarding monitoring to take place on 30.11.17 – to include Family support.</p> <p><i>Governors were delighted with the improvements to school building – entrance hall and offices which provided visitors with a warm and welcoming environment.</i></p> <p><i>Governors identified the opportunities to improve the use of space around school – refurbishing cloakrooms / conservatory extension.</i></p> <p>Action: SR to follow up ideas with Trust.</p> <p>Resolved: The Chair thanked governors for their visits and support.</p>
9	Headteacher's Report

The Headteachers report had been sent to governors prior to the meeting.

Page 2 School roll

? What was the full capacity of school and why were some cohorts larger than PAN?

SR stated that the full capacity of school was 140 and thus school was currently oversubscribed. Some year groups were over PAN as there had been space to accommodate additional pupils and often family groupings spread across different year groups when admitted.

? Do Governors need to consider increasing PAN?

SR said that ideally he would like to increase PAN to 30 – single age group classes – but the current number on roll was not sufficient to do this. Increasing the PAN would also require additional building and accommodation needs and currently there was not sufficient demand to warrant such expansion.

Page 4 Sports Premium

? Can you tell us how sports premium has been spent and what impact it is having?

SR reported that Sports premium funding had been allocated to upskill staff and to provide support for pupils. He noted that there was a need to develop competitive sport and more opportunities for competition. The current sports coach is developing skills and is a good role model for children. The need to raise standards of professionalism were discussed and how to hold the sports coach more accountable for impact. SR said that the current coach had previously been involved in school in a supporting role and now needed to develop skills in pupil management. This was happening, but school support was still needed.

? How will performance of sports coach be monitored?

SR identified the need to set clear expectations and practice guidelines for the sports coach which be monitored through observation and discussions with senior leaders.

Governors identified the need to increase accountability for outcome and impact of sports premium.

Page 5dd – Governors noted that Mr Fitzpatrick is leading English.

? Governors asked how school leadership was being delivered while the Deputy was on maternity leave?

SR explained that a new leadership team had been formed -Mrs Davis (Reading) Mr Fitzpatrick (English) Mr Radcliffe (Maths).

The team had made rapid progress and had established a good system for monitoring and development of school priorities.

? Was additional support needed?

SR said that at this time, it wasn't as the team approach was working extremely well.

? Is HT having enough support?

SR said that he was coping and would let governors know if he needed any support.

TV asked if arrangements were in place for a designated deputy to take responsibility for school in absence of SR.

SR said that on a day to day basis, the SLT were picking up responsibilities and were seeing what needed to be done. A deputy Safeguarding lead is in place to deal with any issues that

may arise.

Governors asked if there was provision for a designated acting Deputy who could take on responsibilities if the HT was absent for a prolonged period.

SR said there wasn't.

The Chair said that if needed she would contact the CEO for immediate assistance from within the Trust.

Governors identified the need to consider having non-class Deputy in the future. SR said he would welcome this as it would increase the leadership capacity to enable more coaching and support, but would need to be considered by the Trust.

? Were arrangements in place to manage and enable the initial contact from Ofsted, if the HT was off site.

SR said he hadn't considered this fully and would discuss with SLT, ensuring that a designated person is identified to deal with the initial telephone conversation and emailing of key documents if he is off site.

Action: SR to discuss Ofsted readiness and procedure with SLT.

Page 5 attendance

? What is being done about Persistent Absence?

SR explained that it is just a few families that cause concern. School has continued to use letters and rewards to encourage good attendance. Registers are checked daily and absences followed up by phone calls. Whilst for the majority of parents this has been very successful, there are still a core of parents who do not maintain their good intentions made at review meetings.

? What impact does different holiday dates (High School Academy) have on attendance?

SR said that there had been an increase in requests for holiday leave to coincide with High school dates.

? What is the protocol for authorising requests for holiday leave?

SR said that he followed county guidelines and considered the reason, previous attendance history, and challenged all parents. No fines had been issued by SCC and unfortunately parents were making the choice to take holiday leave to match the High School dates, even if it meant pupils being absent from Anker Moor during term time.

SR noted that new office staff required additional training in attendance and this would be arranged, however they were very sharp and picked up concerns very quickly.

Page 6 – Data

Governors noted that this had been covered in depth at their curriculum meeting. Benchmarking assessments (October) will be used to measure progress and governors would evaluate against milestones in January.

Page 10 SDP priorities

These had been agreed with governors at the Curriculum meeting following a review of data and performance.

Page 11 – bullying/ incidents/ exclusions

Governors were pleased that there had been no incidents since their last meeting.

? *What has changed?*

SR said that this term, the focus on values had had a very positive impact.

Parents had engaged and were supporting school values.

Staff had embraced changes and were ensuring that school values permeated all aspects of learning and school life – the importance of childhood was firmly embedded in all aspects of school life.

Recent WOW weeks had been very positive, and staff reported that they had impacted on the behaviour and learning attitudes of all pupils.

Page 11 monitoring

Governors had been impressed with the increase in rigour and robustness of monitoring.

SR reported that staff had a precise understanding of what was being monitored, why and how and were engaging well with leaders. The quality of feedback had enabled all staff to take on board the need to address dips in standards and performance. Staff were very aware of the need to ensure that individual needs and opportunities for learning were in place. SR reported that he had had “challenging conversations” when teaching was not good enough. He reported that staff had responded very positively, taken on board advice and feedback and were focussed on improvement.

Governors noted that this was a positive change in culture and leaders were doing a good job here.

SR explained how performance management objectives (school) had been set to drive improvement and subject leaders were being held accountable for standards and progress. Observations demonstrated that there were still skills to develop, however staff were growing in confidence and accepting the advice of leaders to secure improvement.

Governors commented that the recent “Talk for Writing” workshop had been inspiring, demonstrating the depth and level of work being done by staff and pupils.

Governors asked if at the next meeting they could see a sample of pupil books.

Action: Next meeting – pupil books to be available .

Page 12. Accommodation

Governors noted that the changes to the look of the school had supported the values and improved accessibility and use. Parental donations were acknowledged.

School Meals.

Governors raised concerns about the quality of school meals, which they considered to be not good enough.

SR explained that the current situation with sharing staff was not ideal and needed to be looked at.

Action: TV offered to send DfE advice on EY food / menus recently published.

Action: SR to follow up with CEO.

Page 13 Safeguarding information /SEND information/ Health and Safety information

Page 14 Leadership and Management

A copy of SEF was sent to governors. This had been discussed at Curriculum meeting.

Governors identified the need to have key documents available on a secure area of school website. – SEF, SDP, action plans, data etc.

Resolved: The headteacher was thanked for his informative and detailed report.

10	INSET dates.
	Resolved: SR confirmed that these had been published and were available on school website.
11	Safeguarding / updates
	<ul style="list-style-type: none"> a) Safeguarding reminder on personnel. b) Single Central Record (SCR). c) Working Together to Safeguard Children (March 2015) Amended Feb 17. d) Children Missing in Education. e) Online/E-safety issues. f) Example proforma of a Governor termly safeguarding monitoring form. <p><i>Governors were pleased with the actions taken from previous meeting. They noted that SCR is regularly checked including monitoring from Trust. SR confirmed that Online/ eSafety is a high priority and children are reminded of safety rules regularly.</i></p> <p>Governor proforma is to be used on Governor monitoring visits.</p> <p>Resolved: Governors were assured that school is now compliant with requirements and continues to place the safety and welfare of every child as a very high priority.</p>
12	Strategic Leadership
	<ul style="list-style-type: none"> a) What Governing Boards should expect from school leaders and Ofsted focus for the future. b) Reflecting on vision. c) Voices of stakeholders. <p><i>Governors noted the advice in GIP</i></p> <p><i>Governors were pleased that the values and vision for Anker Moor was now embedded in the life of the school.</i></p> <p><i>Stakeholders views included the recent parent survey which was extremely positive. Governors felt that parents were supporting the school and had confidence in the leadership and direction of the school.</i></p> <p><i>Governors were pleased that 100% parent replies would recommend school to others and parents felt that children were safe, progressing well and well taught.</i></p> <p><i>Governors noted that Governor visit forms will be used on Monitoring visits.</i></p> <p>TV shared Trust information. Dosthill School is joining Trust in January 2018. The CEO had spoken recently about the Trust vision and values (on Trust Website) and the importance of maintaining close relationships between all partner schools. The Trust Strategic plan is available on Trust website and had been shared at Governance forum. The CEO had spoken about the importance of maintaining the integrity of Trust schools and protecting the values held by Trustees and school members as the Trust increased in size.</p> <p>Resolved: Governors had confidence in the Trust and would work in accordance with Trust strategic plan and values.</p>
13	Accountability
	<ul style="list-style-type: none"> i) Creating Accountability for Educational Performance a) Headteacher Performance Management. b) Education Performance. <ul style="list-style-type: none"> i) Data for 2017. ii) Assessment. / Replacement for RAISEOnline – Analyse School Performance. iii) Finance Accountability.

	<p>iv) Pupil Premium Strategy Reports – Primary and Secondary.</p> <p>SR confirmed that arrangements for HTPM were in place.</p> <p><i>Governors identified the need to look closely at ASP/ IDSR data and asked that date be set before the end of term. Some governors had attended training at Dosthill.</i></p> <p>Action: SR to arrange ASP/IDSR training for governors.</p> <p>SR confirmed that Pupil Premium strategy and plan is available on website.</p> <p>Action: Governors to monitor impact regularly (Link Governor visits)</p>
14	People
	<p>i) Inspiring Governance. ii) Governor Training. iii) Chair of Governors Review. iv) Clerking Competency Framework.</p> <p><i>Governors noted the need to increase membership, although the small size of the LGB was currently effective.</i></p> <p>Action: TV to contact Entrust – any potential governors with skills.</p> <p>Governor Training (Entrust) was noted.</p> <p>Action: Governors to contact Jo Smith (Trust) with training requests.</p> <p>Chair of governor review noted. Clerking Competency noted. TV asked governors to let her know how she could support LGB further.</p>
15	Compliance
	<p>i) Governance Procedures</p> <p>a) Planning Calendar – Governor Checklist for 2017-18. b) DfE Guidance: Mandatory Timelines and Statutory advice. c) What Maintained and Academy schools must publish online.</p> <p>Resolved; Governors were assured that compliance is maintained by Trust systems and procedures.</p> <p>ii) Education</p> <p>a) SEND Strategy. b) Medical Policy Update. c) Dignity and Care Update. d) Access Strategy and Pathway. e) Autism. f) PDSS Information Sharing.</p> <p>Resolved: Governors were assured that school practice is well led and compliant with requirements.</p> <p>iii) Finance</p> <p>a) Approved School Budget. b) Budget Out-Turn Statement. c) School Fund. d) Charging and Remissions Policy. e) Deferred Capital Payments Scheme. f) Borrowing for the purpose of funding premature retirement and redundancy costs. g) Redundancy / Early Retirement costs.</p>

	<p>Resolved: Governors were assured that all financial matters are dealt with by Trust and reported at finance forum</p> <ul style="list-style-type: none"> iv) Our Voices: Our Values (Supporting Schools to tackle Extremism) v) Pupil wellbeing <ul style="list-style-type: none"> a) Permanent exclusions. b) OECD Programme for International Student Assessment (PISA) on pupil wellbeing. c) Anti-Bullying Week 13th-17th November 2017. d) All schools to be offered mental health training by 2020. e) Medication and Supporting Medical Needs Guidance for Children and Young People (May 2017). f) Paediatric First Aid (PFA). <p>Action: New Office staff to attend First Aid training</p> <p>Resolved: Governors were assured that all aspects of pupil wellbeing are given high priority in school.</p> <ul style="list-style-type: none"> vi) Admissions <ul style="list-style-type: none"> a) General Admissions. b) In Year admissions for Looked After Children without EHCP. <p>Resolved: No changes required currently</p> <ul style="list-style-type: none"> vii) Health & Safety <p>Action: Staff survey to be completed next term.</p> <p>Resolved: Governors were assured that Trust H+S audit procedures and subsequent actions are in place.</p> <ul style="list-style-type: none"> viii) Information Sharing <ul style="list-style-type: none"> a) Data Protection in the Digital World: Is your school preparing for the GDPR changes? <p>Resolved: Governors were assured that Trust training will be available, and procedures will be managed to meet required changes.</p>
16	Other Information
	<p>Governors noted the information in GIP. Music Hub – to be followed up</p> <p>1 niggle – the need for all communications to be proof read prior to publication has been noted</p>
17	Confidential minutes
	Resolved; There were no items required as requiring confidential minutes.
18	Governor reflection on this meeting – impact of governance for pupils
	<ul style="list-style-type: none"> • Despite being a small LGB – governors noted they are achieving more • Clear focus on school improvement is driving LGB meetings • Vision / Values have been embedded – governors have a clear understanding of important values for all our children • Staff – evidence of growth, collaboration and acting on feedback from leaders • School structures are sharper and more effective – driving school improvement • Growth of team work evident – Team Anker Moor • The effectiveness of HT – governors appreciate the growth, difficulties he has encountered but feel very confident that school is moving in the right direction. • Governors feel valued and an integral part of Team Anker Moor.

_____ Chair _____ Date.

Actions from this meeting.

Item	Action	Who?	Outcome
4	Seek new governors – Entrust, Former staff members, Trust.	AB,TV,SR	
4e	Govs to sign front cover - Code of Conduct	Govs	
	Safeguarding monitoring visit 30/11/17	JK SR	Report to LGB
7	Contact Subject leaders for visit – Jan 18	Govs	
8c	Follow up building/ accommodation development with Trust	SR	
9(p6)	Ensure Ofsted readiness with SLT – designated lead if SR off site when call comes.	SR	Feedback to LGB
9(p7)	Send DfE info on food in schools	TV	
	Follow up concerns re quality of food / catering arrangements with CEO	SR	Feedback to LGB
9 (p7)	Pupil books to be available for governor work trawl at next LGB meeting	SR	To minute
13	Arrange ASP / IDSR training of governors using Anker Moor data	SR	
13	Govs to monitor impact of PP funding on visits	Govs	Report back to LGB
14	Contact Jo Smith with requests re: Gov training	Govs /JK	
15	Arrange 1 st Aid training for office staff	SR	
15	Staff survey – governor managed – Spring 2018	JK	

MAT Board / Finance Forum

Date		Board or Finance	Location/Clerk
Wednesday 29 th November 2017	4.00pm	Finance	Anker Moor / AJ
Wednesday 6 th December 2017	4.00pm	Board	Anker Moor /AJ
Wednesday 14 th March 2018	4.00pm	Finance	Glascote / AJ
Wednesday 28 th March 2018	4.00pm	Board	Glascote / AJ
Wednesday 20 th June 2018	4.00pm	Finance	Violet Way / AJ
Tuesday 3 rd July 2018	4:00pm	Board	Violet Way / AJ

Leadership/Governance Forums

Date		Forum	Location / Clerk
Wednesday 15 th November 2017	4:00pm	Leadership	Anker Moor / AJ
Wednesday 27 th September 2017	4.00pm	Governance	Anker Moor / AJ
Wednesday 7 th February 2018	4:00pm	Leadership	Glascote /AJ
Wednesday 7 th March 2018	4:00pm	Governance	Glascote /AJ
Wednesday 9 th May 2018	4:00pm	Leadership	Violet Way / AJ
Wednesday 18 th April 2018	4:00pm	Governance	Violet Way /AJ

Anker Moor LGB & Committee Meetings

Date		LGB	Location / Clerk
1st February Curriculum + Standards (CHANGE)		Curriculum & Standards	Anker Moor / In-House
Thursday 22 nd March 2018	6:00pm	Full Governors	Anker Moor /TV
Thursday 26 th April 2018	6:00pm	Curriculum & Standards	Anker Moor / In-House
Thursday 21 st June 2018	6:00pm	Full Governors	Anker Moor /TV

Inset days 17-18

Inset days
4 th September
8 th September
3 rd January
12 th April
13 th April