



Minutes of the Full Governing Board Meeting
Autumn Term – 14th November 2019 at 6pm.

The expectation is that all Governors will come to each meeting having read all relevant documents/papers and be prepared to challenge/question and enter into discussions and any decision-making process.

Governors are also reminded of their responsibilities relating to public office and the highlighted responsibility will be discussed at this meeting:

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership

Governors Present:	
Mrs J Kirkham	Chair of LGB
Mr K Caveen	Vice-Chair of LGB
Mr S Russell	HT
Mrs A Barnes	Governor

Others in Attendance:	
Amanda Prosser-Davies	Clerk
Mrs J Harrison	CFO for Fierté Trust

Notes
<p>The LGB meeting commenced at 6pm. The meeting was always quorate.</p> <p>Papers had been circulated to Governors 14 days before the meeting. Papers tabled at the meeting included;</p> <ul style="list-style-type: none"> • Head Teachers Report • Governor Visits reports for – Writing; reading; Maths; Pupil Premium; Sports Premium; Health & Safety and Safeguarding. • School Improvement Plan. • SEF. • Strategic Review Document.

Agenda Item	Topic - Apologies and Attendance
1.	Apologies were received and accepted from the Mr J Elbro, Mrs C Hopkins and Mrs E Price.
<p>Actions. None.</p>	
<p>Decision. That the apologies be received and accepted from the Governors named above.</p>	

Agenda Item	Topic - Governing Board Matters
2.	<p>(a) Membership. The Chair of governors advised that Mrs C Hopkins was to transfer from a parent governor to a Co-Opted Governor based on her skills, therefore this would leave a vacancy for a Parent Governor. Governors discussed the procedure for the election of a Parent Governor it was agreed that the vacancy for a parent governor would commence in the Spring Term.</p> <p>(b) Confidentiality. Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.</p>

	<p>(c) Register of Business Interests. Governors were reminded of the requirement to update the register of business interests on an annual basis and are aware that this must be kept in school and should be included on the school website. It was confirmed that Governors had updated the Register during the Curriculum & Standards meeting held earlier in the term.</p> <p>(d) Declaration of Interest Business and Pecuniary. No declarations of interest were made by Governors in respect of any items appearing on the agenda.</p> <p>(e) Code of Conduct. Governors were advised that they should have a Code of Conduct in place that all serving Governors agree to and understand.</p>
<p>Actions. 1. That the Parent Governor vacancy be advertised in the Spring Term.</p>	
<p>Decision. That all Governors agree to follow the Code of Conduct.</p>	
Agenda Item	Topic - Minutes of the previous meeting – 20 th June 2019.
3.	<p>Discussion.</p> <p>Governors reviewed the minutes of the previous meeting held on 20th June 2019 and agreed that the minutes be approved.</p>
<p>Actions. None.</p>	
<p>Decision. That the Minutes of the full Governing Board meeting held on 20th June 2019 be approved and that the Chair of the LGB sign the minutes as a true copy.</p>	
Agenda Item	Topic - Matters Arising from the previous meeting – 24 th June 2019
4.	<p>Discussion.</p> <p>Minute 3a – The Head Teacher (HT) confirmed that the action was outstanding and that an action plan based on the results of the Well Being survey would be presented at the LGB meeting in the Spring Term. Minute 3b – The HT confirmed that the PAN number for 20/21 has been agreed as 30 and that it has not changed.</p> <p>The Governor Day that was planned for early in the Autumn Term had to be rearranged in light of the Ofsted visit. This will be rearranged for the Spring term.</p>
<p>Actions. 1. The Governor day needs to be rearranged for the Spring term.</p>	
<p>Decision. None.</p>	
Agenda Item	Topic - Review of Nominated/Link Governors
5.	<p>Discussion.</p> <p>(a) Nominated Governors/Link Governors. The Link governor roles had been agreed in the last meeting held on the 20th June 2019 and no changes were noted.</p> <p>(b) Schedule of visits. Governors have carried out their Link Governor visits, and the reports had been uploaded to the meeting area on Teams. Governors confirmed that they had read and noted the discussions and actions from the visits and confirmed that there were no urgent matters to raise.</p>

	<p>(c) LG Report form.</p> <p>Governors discussed that the details of the visits should be recorded using the standard template created by the trust in order to create consistency across the MAT.</p>
<p>Actions. None.</p>	
<p>Decision. None.</p>	
Agenda Item	Topic - Chairs and Vice-Chair's Actions.
6.	<p>Discussion.</p> <p>The Chair and Vice-Chair reported that they had not undertaken any actions on behalf of the Governing Board since the last Local Governing Board meeting.</p>
<p>Actions. None.</p>	
<p>Decision. None.</p>	
Agenda Item	Topic – Head Teacher Report
7.	<p>Discussion.</p> <p>The Head Teachers report had been circulated to governors 14 days before the meeting in line with the LGB meeting protocol.</p> <p>Governors confirmed that they had read the report and had submitted questions to the Head Teacher prior to the meeting. The Head Teacher prepared the following responses;</p> <p>Question 1 What have we put in place so far for the lowest 20% of readers and will they still be adequately challenged?</p> <p>Following the Ofsted inspection, we have identified this as a priority, and it is included in the School improvement Plan at priority 5. There are 18 actions that have been identified as required to raise standards. The interventions include;</p> <ul style="list-style-type: none"> • Collaborative monitoring with other Trust schools. • Replacing reading books to improve phonics (Collins). • Additional staff training and support. • Identifying children that need extra support. • Identify and implement best practice to improve outcomes. • Monitoring by DELT to bring in ideas and best practice. <p>Q. Will the Ofsted report be shared with Governors and Staff? A. HT – Yes, I will circulate the full report.</p> <p>Question 2 Are leaders still able to take release time for their additional duties despite shortage of staff?</p> <p>Yes and No, Subject leaders are released to carry out their additional duties. Staff get released to carry out internal work, but it is sometimes a struggle to release staff for Trust wide activity as staff sometimes need to cover when there are staff shortages.</p> <p>Question 3 In the maths link meeting the shortage of basic resources such as dice and number cards cropped up, is this an issue across all subjects and could we ask a small weekly fee from parents towards resources (i.e. £1 or 50p etc) or can we</p>

access and donations from local business community initiative programmes to help this?

The school is not heavily resourced and therefore we may need to look at other ways resourcing additional equipment. We have submitted a business case to the Trust for additional books.

Governors discussed the funding options available to the school such as requesting donations from parents, Friends of Ankermoor and money back online shopping schemes.

It was suggested that the HT should ask other schools within the Trust if they had any resources that they could provide. The Chair advised that she discuss this at the Governance forum in order to see if other schools could assist with ideas to raise additional funds. It was also discussed whether at the end of the Summer term that parents could be requested to donate/purchase things for the school rather than buying teachers individual presents.

Governors agreed to discuss this further in the Summer term.

Question 4.

Attendance is noted as good and achieving target across most of the year groups. What steps have been taken with the persistent absence noted?

There are 3.3% of persistence absences. The school is being proactive and providing support such as absence clinics, referral to the attendance officer and writing to parents.

Question 5.

It's noted that there have been no staff absences, however, what is the plan should a member of staff require leave for health/ medical reasons?

We did have resource last year but this year we would need to bring in supply teachers should there be a teacher absence. There is no additional resource with the HT teaching for 0.5% of time.

Q. Would there be any capacity for support from the Trust?

A. As we are part of the Fierté family then this may be an option.

Question 6.

KS1 Results are good and the teaching staff should be praised.

KS2 results are close to national figures so what is in place to achieve/exceed national figures?

Recent KS2 results are good particularly with ARE in writing and maths. Writing is only 1% away from national. With reading this is a focus and a school improvement priority.

Question 7.

Are you confident we can get to national and increase the greater depth figures as well?

It is difficult to predict as one child is worth 4% and we have several mobility children whose data is from other schools. We still have single year group teaching which ensures that teaching has a greater impact.

Question 8.

We discussed the report briefly at the C&S meeting and plans were being actioned to achieve the improvement required. Has this been implemented and when will we be able to see if this is working without an additional Ofsted inspection?

The improvement required has been identified and forms the basis of the SIP. The SIP is a two-year plan that covers 5 areas of improvement. The SIP will be monitored by both the SLT and ELT and the school will rate themselves against the Ofsted framework. This will also be verified by the Trust.

	<p>Question 9. Given the staffing cuts that had to be made, are there enough staff resources to undertake the required changes? Yes, as there is a clearer class creation, with single year groups and by sharing the HLTA teaching assistants.</p> <p>Question 10. Given the staffing cuts that had to be made, how will this affect the pupil premium outcomes as targeted support is part of the planned expenditure and staff are already stretched? The Pupil Premium outcomes were praised during the Ofsted inspection. We continue to focus on supporting the lowest 20%. Several interventions have been put in place to support PP children. This is evaluated in 2018-19 PP document and this year's plans are included in 2019-20 document.</p> <p>The Head Teacher was thanked for his report and for providing clarification to the questions submitted by the LGB prior to the meeting.</p>
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<p>Actions.</p> <ol style="list-style-type: none"> 1. The Clerk will add the raising of funds to the Governance Forum agenda to establish if other schools have an approach that works. 2. The HT would ask other schools within the Trust if they had any resources that they could provide. 3. Additional resources will be added to the Summer Term agenda for Governors to discuss this further. 	
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<p>Decision. None.</p>	
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Agenda Item	Topic - Pupil Premium Impact Review.
8.	<p>The PP Impact documents for 2018-19 and 2019-20 had been circulated to Governors prior to the meeting.</p> <p>The HT advised that having split ability children in single year group classes was having an impact on children's ability.</p> <p>Governors asked what the maximum class size would be at KS2. The HT advised that 30 is the maximum.</p> <p>Governors thanked the HT for the reports and noted the positive impact the interventions were having for PP children.</p>

<p>Actions. None.</p>	
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<p>Decision. None.</p>	
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Agenda Item	Topic - Safeguarding Updates.
9.	<p>Discussion.</p> <p>(a) New Safeguarding Partnerships. Governors noted the content of the Entrust GIP in relation to the new safeguarding partnerships.</p> <p>(b) New Keeping Children Safe in Education (KCSIE). Governors confirmed that they had read and understood the KCSIE document. All Governors are required to sign to acknowledge that they have read and understood the document.</p> <p>(c) New Teaching Online Safety. Governors noted the DfE guidance that was released in June 2019 relating to the teaching of online safety in schools and that the guidance goes hand in hand with the new RSE guidance.</p> <p>(d) Ofsted and Safeguarding. Governors were made aware of the new Ofsted Framework in relation to safeguarding.</p>

	<p>The safeguarding update for Governors had been included in the HT report. The HT confirmed that no new issues had been recorded and that the HT and DSL reviewed cases that had been logged on My Concern and that tasks associated with a case were delegated to staff and their actions reviewed regularly.</p>
<p>Actions. None.</p>	
<p>Decision. That Governors had read the KCSIE document and confirmed that they understood the guidance.</p>	
Agenda Item	Topic – Future Pupil Admission Numbers
10.	Governors discussed the future PAN for the school and agreed that the PAN should remain the same for 2021/22.
<p>Actions. None.</p>	
<p>Decision. Governors decided that the PAN should remain the same for 2021/22.</p>	
Agenda Item	Topic - School Improvement Plan Progress.
11.	<p>The HT updated the Governors on the SIP. The HT confirmed that the SIP was to be reviewed and the document reflected a two-year improvement plan. The SIP will concentrate on the curriculum and raising standards.</p> <p>The HT advised that document had been uploaded on the Governors Teams site. The HT advised that there were 5 improvements identified;</p> <p>Key Priority One</p> <p>Quality of Education - Establish a curriculum which is innovative, appropriate and effective, aiming to inspire investigative, collaborative and creative learning with children being at the heart of all that we do.</p> <p>Key Priority Two</p> <p>Leadership and Management - Increase outcomes for children in the key areas of Reading, Maths and Writing so that they are further in line with National figures.</p> <p>Key priority Three</p> <p>Personal Development - Enable children to become responsible, respectful and trusted citizens of the future through further implementation of character education.</p> <p>Key priority Four</p> <p>Leadership and Management - Implement the revised assessment procedures to ensure that governors, senior leaders, staff and children develop a secure, accurate and deep understanding.</p> <p>Rapid recovery target 5 - (Post-Ofsted)</p> <p>Leadership and Management - Implement systems and processes to impact the lowest 20% of readers in terms of reading ability and phonological understanding.</p> <p>Governors thanked the HT for presenting the document.</p>

<p>Actions. 1. The Clerk to include the SIP as an agenda item at the next meeting.</p>	
<p>Decision. None.</p>	
Agenda Item	Topic - Trust Strategic Review Progress
12.	<p>The last strategic review was carried out on 13th June 2019 and formed the basis of the SIP. The document had been uploaded to the relevant Teams folder for Governors to review.</p> <p>There were three areas that formed the focus of the review.</p> <p>Priority Area 1: Mathematics. Priority Area 2: Learning and Teaching – modelling, deepening understanding through questioning and use of resources. Priority Area 3: Identification of needs, provision for and the effectiveness of this for SEND and Pupil Premium learners.</p>
<p>Actions. None.</p>	
<p>Decision. None.</p>	
Agenda Item	Topic - Governance Self Review including Governor Development Plan and Impact Statement.
13.	<p>The Chair of Governors advised that the LGB was not scheduled to undertake a Governance review or develop due to the LGB focusing on the outcomes of the Ofsted report. The next review of the LGB will be in 2020-2021. This will be in the form of a skills audit and 360° of the Chair.</p>
<p>Actions. None.</p>	
<p>Decision. None.</p>	
Agenda Item	Topic - Forum Matters – update including questions from LGB.
14.	<p>Mrs J Harrison attended the meeting on behalf of the Trust. Mrs Harrison gave Governors the following update on matters relating to the Trust;</p> <ul style="list-style-type: none"> ❖ The final accounts for the Trust show a more favourable than predicted budget deficit of £89k previously predicted as £200k. this was due to additional AEN funding and reduced staffing costs. ❖ The budget is growing, and the total Trust budget is around £10 million. The Trust have entered into an SLA with a company to assist them with budget management. This means that JH can be more operational. ❖ The Trust is growing with 4 new schools joining the Trust. Edge Hill on 1/11/19; Heathfield & Wilnecote on 1/2/20 and Anker Valley in September 2021. ❖ Anker Valley was awarded to the Trust following an intensive bid process. The Trust are excited in being awarded the school. ❖ The Trust are also working on the financial growth strategy and investments in school improvement and infrastructure. ❖ Schools within the Trust continue to support each other, and the Trust is looking at ways to allocate finances to school improvement. <p>Q. Why was there an in-year budget deficit? A. We invested in the creation of a central team to support the ELT such as the IT Manager, DPO, Catering Manager.</p>

	<p>❖ Pupil funding has increased per pupil to £4,123 but so has LGPS contributions and teachers pay.</p> <p>Q. Will the recruitment to posts in the new school be offered to existing staff? A. Yes, roles will be advertised internally first as we would like to know the staff who are appointed.</p> <p>Q. Do schools need to submit bids for school improvement? A. Yes.</p> <p>❖ A Building Improvement plan will be implemented.</p> <p>Governors thanked Mrs Harrison for her update.</p>
<p>Actions. None.</p>	
<p>Decision. None.</p>	
Agenda Item	Topic - Governors Reflection
15.	<p>Governors discussed the topic of the meeting – <u>Selflessness</u>.</p> <p>It was identified that governors had acted in a selfless way by; getting to the meeting in such difficult weather as the local area was flooded; giving up their time and energy to the school in order to benefit the children; putting the children first; staff assist other schools within the Trust; the staff and governors identify as part of the Fierté family.</p> <p>Governors identified that the following discussions had a positive impact on the children of Ankermoor Academy;</p> <ol style="list-style-type: none"> 1. Submitted a bid for additional learning materials. 2. Identified the need for possible funding opportunities for additional resources. 3. Assessed progress against SIP document. 4. Challenged the HT on his report.
<p>Actions. None.</p>	
<p>Decision. None.</p>	
Agenda Item	Topic - Confidential Items
16.	<p>Governors were asked to identify if there were any items / materials which need to be excluded from any agenda, minutes, reports or other papers discussed at the meeting which would normally be made available for inspection following the meeting.</p> <p>Governors were also asked to identify any items included on the agenda which require recording in a confidential appendix to the minutes.</p>
<p>Actions. None.</p>	
<p>Decision. That no items were identified as requiring to be recorded in a confidential appendix to the minutes.</p>	
Agenda Item	Topic - Date of next meeting
17.	<p>The next date for the next LGB meeting was confirmed as 19/3/20 to commence at 6.00pm.</p>
<p>Actions.</p>	

1. The Clerk will update Teams with the minutes and associated papers for the next meeting.

Decision.
None.

Action Table

Meeting Date	Minute Number	Action	Owner	Date Due	Discharged
	2.	1.The Parent Governor vacancy be advertised in the Spring Term.	HT	Spring Term	
	7.	1.The Clerk will add the raising of funds to the Governance Forum agenda to establish if other schools have an approach that works. 2.The HT would ask other schools within the Trust if they had any resources that they could provide. 3.Additional resources will be added to the Summer Term agenda for Governors to discuss this further.	Clerk HT Clerk	Next Meeting	
	11.	1.The Clerk to include the SIP as an agenda item at the next meeting.	Clerk	Next Meeting	
	17.	1. Update Teams with the minutes and associated papers for the next meeting.	Clerk	Next Meeting	