



## INSPIRE, CELEBRATE, CHALLENGE, ACHIEVE

### MEETING OF THE ICENI ACADEMY LOCAL GOVERNING BODY (Member of the Connected Learning Multi-Academy Trust)

24 September 2015 at 3.30 pm

#### Present:

*Cllr L Barton	*Mrs J Bass (Lead Headteacher)	*Mr J Craven
*Mrs E Hall	*Mr P Hopper	*Mrs S Lawrence
*Mrs J Powell	Mrs S Sings	*Mrs S Stevenson
*Mr B Tuxford (Chair)	*Mrs K Wallace (Headteacher)	

\*indicates attendance

#### In attendance:

Mrs T Weavers (Clerk to Governors)

#### 1 WELCOME, APOLOGIES FOR ABSENCE AND GOVERNOR'S BUSINESS REGISTER UPDATE (BT)

Mr Tuxford welcomed everyone to the first Local Governing Body meeting since the school's conversion to academy status.

A particular welcome was extended to Mr Hopper who had now replaced Mr Craven as the governor that linked the school and the Army.

It was also noted that Mr Wilmot had resigned at the end of the last term and it was confirmed that the Chair would write a note of thanks to him and to Mrs Rose who had previously stepped down. Governors were then informed that Mr Turner had recently notified his resignation as Clerk and that Mrs Weavers, Clerk to Powers Hall Academy, Cherry Tree Primary and Connected Learning had agreed to take on the responsibility for IcenI as well.

Apologies for absence were received from, and consented for, Mrs Sings who had been appointed as the representative of the Board of Trustees to the LGB.

All those in attendance signed and returned their completed Register of Business Interest forms for the 2015/16 academic year. They were reminded that all academies must publish, on their websites, the relevant business and pecuniary interests of all governors. This should also include the details of any other educational establishments they govern and any relationships between governors and members of the school staff including spouses, partners and relatives. There were no new declarations of business interests to record and no governor identified any conflict of interest with any item on the agenda.

#### 2 MINUTES OF PREVIOUS MEETING (previously circulated)

The minutes of the Kings Ford Junior Governing Body meeting held on 25 June 2015 were **approved** and signed as a true record.

#### 3 MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETINGS (BT)

The following matters arising from the minutes of the previous meeting, and which did not appear elsewhere on the agenda, were highlighted:-

Item 66/14: these items had still to be discharged (unfortunately I don't have those minutes or, in fact, anything historic – someone will need to get everything back from Mr Turner – so I can't help with any of this?)

Item 56/14 HT PMR. Addressed in these minutes

Item 60/14 Bruce to check makeup of future LGB

Item 63/14 possibility to find more parent governors, Emma to advertise on facebook page,

Both the last two addressed in Sept minutes.

Item 67/14: governors commented on how pleased they had been to see how Miss Corby and Mrs Wightman had grown in confidence when they presented at the last meeting.

Item 78/14: it was noted that the bid for **playground equipment was ongoing**

Item 80/14: it was noted that the record of the meeting held with Mrs Powell and the SENCo had yet to be circulated; Mrs Powell undertook to do this as a matter of urgency.

**Action: JP to circulate mtg record with SENCo in July 2015**

#### 4 **CHAIRMAN'S ACTION**

The Chair reported that he had the Headteacher had, on 17 July 2015, met the Infant School Chair of Governors, Headteacher and a member of the LA's School Organisation Team to discuss the Service Level Agreement in respect of shared costs; the subsequent agreement had been appended to the academy lease. It was confirmed that all shared use of utilities would remain as previously. The SLA had been signed by both schools at the beginning of this term.

#### 5 **COMPOSITION OF LOCAL GOVERNING BODY**

- Election of Chair and Vice Chair: In the absence of any advance nominations, the Clerk asked for any proposals for the Chair of Governors for the 2015/16 academic year. Cllr Barton proposed Mr Tuxford (seconded by Mrs Wallace); **all in favour**. Therefore, Mr Tuxford was duly elected the Chair of Governors for 2015/16.

In the absence of any advance nominations for Vice Chair of Governors, Cllr Barton proposed Mrs Powell (seconded by Mrs Bass); **all in favour**. Therefore, Mrs Powell was duly elected as Vice Chair of Governors for 2015/16.

- DBS Checks: It was noted that, under the Trust's Articles of Association, it was imperative that all governors provide an enhanced DBS check certificate. It was agreed that Mrs Dickson should be asked to take on the responsibility of ensuring that this requirement was met and this matter would be reported back at the next meeting.

**Action: JD to ensure all govts had enhanced DBS checks**

**Action: Clerk to agenda for next mtg**

- Committee Structure: governors were reminded that a decision had been made previously that, to ensure quoracy, each individual was part of the three core committees (Finance & Premises, Personnel, Curriculum & Pupil Related). It was **agreed** that this would continue but the committee structure would change so that it was in line with the other schools within the Trust ie Finance & Personnel, Premises, Pupil Related. The following chairs were elected for each committee:-
  - **Finance & Personnel:** Cllr Barton
  - **Premises:** Mrs Lawrence / Mrs Hall – the Site Manager to be invited to attend
  - **Pupil Related:** Mrs Powell

It was also **agreed** that the Headteacher's Performance Review Panel would be made up of Mr Tuxford, Mr Carter (CL Trustee) and Mrs Bamford; this would, in future, be held in the Summer Term.

The Pay Committee would then be comprised of Mr Tuxford, Mrs Sings (CL Trustee) and Mrs Powell; this would need to meet in the Autumn Term and before 31 October.

- The following governor specific responsibilities were **agreed**:-
  - a) SEND Governor: Mrs Powell
  - b) Literacy Governor: Mr Tuxford & Mrs Stevenson
  - c) Child Protection & Safeguarding Governor: Mrs Powell
  - d) Numeracy Governor: Mr Tuxford & Mrs Stevenson
  - e) G&T Children Governor: Mrs Powell
  - f) Link Governor: Mrs Stevenson
  - g) Complaints Governor : Cllr Barton
  - h) Health & Safety Governor: Mr Hopper
  - i) Racial Awareness Governor: Mrs Powell
  - j) Children looked after Governor: Mrs Powell
  - k) ICT Governor: Mr Tuxford & Mrs Stevenson
  - l) Science Governor: Mr Tuxford & Mrs Stevenson
  - m) Others:
    - Pupil Voice: Cllr Barton
    - Healthy Schools & PHSE (inc British Values: Mrs Hall

#### 6. **ADOPTION OF TRUST DOCUMENTATION**

- CL Code of Conduct (**previously circulated**): all those present signed the Code of Conduct Register to confirm that they had read the Code of Conduct and that they would abide by its principles.
- CL Delegation of Functions (**previously circulated**): the Clerk explained the document and how it should be used.
- Draft CL Scheme of Governance Management & Delegation (**previously circulated**): it was reported by the Clerk that this document had been recently drafted and had yet to be approved by the Board of Trustees. However, she had submitted it to the meeting so that governors could have a better understanding of the framework under which the Trust was governed and managed. Once it had been approved by the Trustees, a finalised version would be circulated to all members of the LGBs within the Trust.  
**Action: Clerk to circulate final Scheme of FM&D**
- CL Draft Terms of Reference for Trust LGBs (**previously circulated**): these were agreed.  
**Action: Clerk to circulate finalised LGB ToRs**
- CL Vision statement (**previously circulated**): the contents were noted.
- CL Trust Policies (see **previously circulated**): it was noted that there were a number of policies which were provided by the Trust and to which the school should adhere (**see attached Appendix**).

## 7 ORGANISATION OF LOCAL GOVERNING BODY COMMITTEES

It was noted that this item had now been completed above. The outstanding matter was the Terms of Reference for committees. It was **agreed** that a draft version would be prepared for the next meeting by the Clerk in line with the ToRs used by Powers Hall Academy.

**Action: Clerk to draft Cttee ToRs for next mtg**

*Mrs Stevenson left the meeting at 4.50*

## 8 SUBJECT LEADERS REPORT

This item was deferred as teaching staff were engaged at that evening.

## 9 HEADTEACHER'S REPORT (**previously circulated**)

The Headteacher highlighted the following from her report:-

- Since May 2015 she had been attempting to obtain, from the LA, the relevant domain addresses so that the new Icen Academy website and email addresses could be launched. Everything else including new signage had been amended and it had been a continued frustration that these final changes could not be made. She had even complained to Graham Lancaster who had agreed to take up the complaint on behalf of the school.
- The number on roll was 192 but it had been predicted to start the year with 212 pupils. Mobility continued to be an issue with, for example, some children coming in to the school for just a few days before taking up places as they became available in other schools. The number of Army children had decreased by 3% from Autumn 2014. Children with English as an Additional Language (EAL) had risen to 17% this term with one child who had joined the school with no English at all. In response to a question as to how such a child could be supported, it was acknowledged that Google Translate was a very useful tool. A particular difficulty of taking in EAL children was that they might come with no KS1 results which then proved an issue with demonstrating progress. This then brought up the matter of Army children coming from, for example, Germany or Northern Ireland where they were taught under a British teaching system but did not sit SATs tests. Mr Craven hoped that he might be able to put the Headteacher in touch with someone within the Army education team who could discuss this point further as he was concerned that service children were perhaps being put at a disadvantage; it would seem an obvious solution for them to sit a generic SATs test with test papers and syllabus provided in advance. In response to a question as to what other schools were doing in similar garrison towns, it was suggested that further investigation was needed as this was clearly a universal problem for schools.

**Action: Further investigation re o/seas education of British service children**

- It was noted that the roll was comprised of 58% boys and 42% girls; this was, therefore, a development point – looking at ways to keep boys interested in the curriculum.
- Governors had been previously circulated with the July 2015 whole school data. The highlights from this were:-
  - In Yr6 results:-

- Level 4+ Results in Reading exceeded national expectations by 4%, by 3% in Writing and met expectations in Maths at 86%
- Attainment in Reading, Writing and SPAG had improved from last year but Maths was 4% lower
- Expected progress in Reading was 100% and exceeded national expectations by 9%, in Writing by 5% and in Maths by 4%
- 88% of the cohort made 2 Levels Progress in all three subjects
- The percentage of children attaining Level 5 in all subjects improved from last year and more than doubled in Reading
- Over half the cohort **attended** attained Level 5 in SPAG
- 3 pupils achieved Level 6 in Maths
- Yr 4 was a concern with, for example, only 74% on track to attain Level 4 in Writing
- Two Levels Progress across the school was good and exceeded national expectations in all year groups except for Maths in Yr4 where it is 2% below
- Progress in Yr3, while above national expectations, is not as strong as the previous year
- For those children benefitting from Pupil Premium funding:-
  - Attainment was improving across the school with the exception of Yr4
  - Attainment was strongest in Maths and Reading; Writing was a focus
- Attendance had been hit at the beginning of the new term by a sickness bug and by a child who had been reported missing in education. Unauthorised absences had been at 1.24% but had since dropped to 0.7% when the missing child had been located in Wolverhampton and another child did not start until the second week. Governors were concerned to learn that there were still families who took holidays at the start of the new school year.
 

In response to a question as to whether Army families could take their children out of school for a holiday prior to their mother or father going away on active service, it was confirmed that it would be possible to authorise such leave as long as there was supporting evidence from the CO as this would be seen as an exceptional circumstance. The Headteacher acknowledged that attendance from Army families was always good and she had never had any issues with them. Mr Craven stated that, if a family asked for leave during school time, it would be a valid request and would have ample evidence to back it up.

In response to a question as to whether the Headteacher had ever considered imposing a fine on a family who took unauthorised leave, she confirmed that a family had been fined £500 in the summer; the attendance of the child(ren) involved had been noticeably better since.
- Turning to staffing issues, the Headteacher reported that Mrs Wilson, a Thames SCITT student, was yet to make a decision as to whether to continue with her teacher training. Mr Young will be taking over from Mrs Wightman when she goes on her maternity leave; he has already been team teaching in that class and has built up a good rapport with the children.
 

Mrs Stevenson is currently working at Templars Primary School (Mrs Bass is their Executive Headteacher) and at Cherry Tree Primary School for a total of four days a week. On the fifth day she is working with Icenis's SENCo who is employed for two days a week.
- The Headteacher brought a confidential matter to the attention of the governors. There was no action yet required as it was simply a matter of alerting them to a future proposal. She would keep them informed of any future developments.

## 10 REPORTS FROM COMMITTEE AND WORKING GROUP MEETINGS

It was acknowledged that the majority of governors had attended the following meetings and were, therefore, prepared to accept them without comment:-

- a) Personnel committee meeting minutes held on 9 July 2015 (**previously circulated**)
- b) Finance committee meeting minutes 11 June 2015 (**previously circulated**)
- c) Joint Utilities Meeting minutes held on 17 July 2015 (**previously circulated**)
- d) Curriculum & Pupil Related meeting minutes on 4 June 2015 (**previously circulated**)
- e) Premises Committee held on 11 June 2015
- f) Joint Improvement Board held 16 June 2015

## 11 FINANCIAL UPDATE

- It was confirmed that arrangements were being made to close down the accounts for Kings Ford Junior School and re-opening them in the name of Icen Academy. As according to the EFA directions, the funds from the closing balance would be returned to the LA (in the region of £80k) who would then transfer the agreed balance into the new academy account.
- The revised Financial Regulations (**previously circulated**): the Trust Financial Regulations, which were linked to the EFA's Academies Financial Handbook and adopted by the Board of Trustees, were **approved** for use by the Icen Academy.

## 12 LOCAL AUTHORITY STATEMENT OF ACTION / SPP

Governors confirmed that they had received the letter, addressed to the Headteacher and the Chair of Governors dated 1 September 2015, from Clare Kershaw, Acting Director of Commissioning for Education and Lifelong Learning, which congratulated the school on its KS2 results and confirmed that the LA was restoring the school's right to a delegated budget and was removing the Strategic Improvement Board.

## 13 POLICY REVIEW

The following school policies, which had been previously circulated, were **approved**:-

- Behaviour Policy
- Child Protection
- Admissions 2016/17
- Attendance
- Charging & Remissions
- Complaints

It was noted that there were a number of policies which were provided by the Trust and to which the school should adhere (see attached Appendix).

## 14 GOVERNOR MONITORING, DEVELOPMENT & TRAINING

It was acknowledged that, as the Link Governor, Mrs Stevenson would investigate further the opportunities for governor training including the free in-house session.

**Action: SS to investigate gov training opportunities**

## 15 RESIDENTIAL VISIT 2016

It was confirmed that the Yr6 residential trip to Thriftwood Scout Camp would be taking place from 8-10 October 2015; there would be four members of staff attending at all times. It was confirmed that a full risk assessment had been completed. The Headteacher reported that the only concern was that there was poor mobile phone signal. Governors were happy to **approve** the trip

## 16 DATE AND TIME OF NEXT MEETING(S)

The following dates of forthcoming meetings were confirmed:-

**Local Governing Body meetings:-**

**Thursday, 14 January 2016 at 3.30**

**Thursday, 30 June 2016 at 3.30**

**Pupil Related Committee meeting:-**

**Tuesday, 17 November 2015 at 3.15**

**Premises Committee meeting:-**

**Tuesday, 20 October 2015 at 3.15**

**Finance & Personnel meeting:-**

**3 December 2015 at 3.15**

## 17 ANY OTHER BUSINESS

The Headteacher reminded governors that an LA Review, with Graham Lancaster, would be taking place on 26 November 2015. She further reported that validated RAISEonline data would have been received by then; the Trust were paying Focus Education to analyse the data for its schools.

The Celebration of Christmas event would take place on 10 December 2015 and all governors were encouraged to attend.

The Headteacher outlined the continuing problem with parking which had been exacerbated by the contractors working on the gas supply in the road outside the school. Parents had been sent letters and texts asking for their co-operation and Mr Hughes was at the front of the school every morning and afternoon to try and ease the situation; some parents still, however, were being very unpleasant and refused to abide by any rules. It was noted that the RMP were unable to assist at this time as they were currently focussing on a number of recent break-ins on the military estate. Governors thanked the Headteacher for bringing this to their attention and would support her in any way possible.

The Lead Headteacher encouraged governors to visit Powers Hall Academy at any time; she asked that they notified Mrs Brazier ([financeandpersonnel@powershall-cj.essex.sch.uk](mailto:financeandpersonnel@powershall-cj.essex.sch.uk)) and she would organise the visit.

Clr Barton then reported that she had recently accompanied 21 children to the Mercury Theatre; this was the first time that many of them had ever been to the theatre. She was able to do this utilising her 'councillor's allowance'. In considering whether a similar activity could take place nearer Christmas, it was suggested that, as the pantomime was reasonably expensive, perhaps a company could be brought in to school so that all the children would benefit.

*Meeting closed at 5.34*

Signed:

Chair of Governors, Icen Academy Local Governing Body

Date:

<b>Priority School Target <i>To achieve a "Good with outstanding features"</i> <i>Ofsted grade in next inspection</i></b>
<b>Objective 1: Improve teaching so that learning over time 100% is good / outstanding by December 2015</b>
<b>Objective 2: 90% of all vulnerable groups are on track to achieve secure or secure + by end of July 2016</b>
<b>Objective 3: Transition to assessment without levels completed</b>
<b>Objective 4: Strengthen leadership systems within the school</b>
<b>Objective 5: Improve behaviour across the school both for learning and in the playground</b>

## CONNECTED LEARNING MAT

### TRUST POLICIES

(adoption at LGB meeting to be held on 24 September 2015)

- **Capability Procedure**
- **Charging and Remissions**
- **Code of Conduct – under review**
- **Complaints Procedure**
- **Data Protection**
- **Staff Discipline and Dismissal**
- **Freedom of Information**
- **Grievance Procedure**
- **Health and Safety**
- **Pay Policy**
- **Performance Management**
- **Leave of Absence Policy**
- **Guidance on Apprenticeships**
- **Capitalisation and Depreciation Policy**
- **Cover and PPA Policy**
- **Code of Practice for Registered Persons and Other Recipients of Disclosure Information**
- **Employment of Disabled Persons Guidance**
- **Equality and Diversity in Employment Policy**
- **Flexible Working Policy**
- **Pre-Employment Checks Procedure**
- **Probation Procedures**
- **Recruitment Policy**
- **Redundancy and Restructuring**
- **Severance/Retirement Policy**
- **Sickness Management Procedure**