



CROMWELL ACADEMY

Governing Body

SUBJECT TO RATIFICATION
Full Governing Body
Meeting Thursday 10th November 2016
4.00pm at Cromwell Academy

Minutes

ACTION GRID

Item	Action	Deadline	Responsibility
11	Ensure that the School Development Plan is shown on the web site.	ASAP	SB

SUBJECT TO RATIFICATION
Full Governing Body
Meeting Thursday 10th November 2016
4.00pm at Cromwell Academy

Minutes

Present: Stephanie Baldwin (SB), Lauren Blyth (LB), Paul Davis (PD), Richard Laing (RL), Niall O'Neill (NON), Martin Savill (MS)

Also in attendance: Craig Gannon (Guest), Sarah Hammonds (Guest), Kim Lague (KL - Associate), Richard Walmsley (Clerk)

	Item	Action
1	<p>Welcome</p> <p>PD welcomed the governors and guests and advised that he was stepping down as Chair but intended to remain a member of the governing body. The governors thanked him for his commitment to the school over the past months.</p>	
2	<p>Apologies for absence</p> <p>Roger Worgan (RW) – no apologies given</p>	
3	<p>Declarations</p> <p style="padding-left: 20px;">a) Pecuniary interest</p> <p style="padding-left: 40px;">None</p> <p style="padding-left: 20px;">b) Personal interest or involvement</p> <p style="padding-left: 40px;">None</p>	
4	<p>Election of Chair</p> <p>The Clerk asked for nominations for the position of Chair of the Governing Body. RL was nominated by MS and seconded by PD. There being no further nominations RL was duly elected to the position of Chair.</p>	
5	<p>Minutes of the previous meeting</p> <p>The Minutes of the Meeting of 6th October 2016 were accepted as a true and accurate record.</p>	
6	<p>Matters arising and action points</p> <ul style="list-style-type: none"> • Item 4 – The Clerk confirmed that the Minutes of the Meeting of 14th July 2016 had been adjusted as requested. • Item 5 – PD confirmed that he had written a full report of the physical security visit which had been distributed to governors. • Item 6 – SB advised the meeting that the school was still opening only one gate in the mornings. She considered that the process was now “95% positive” with parents and while some had felt that the process led to overcrowding of the footpath, SB and AB had seen no evidence of this. 	<p>Done</p> <p>Done</p>

	<ul style="list-style-type: none"> Item 7f – PD confirmed that he had spoken with Block Management Services which managed the residential estate and who were happy with the opening of an emergency exit gate to Cromwell Drive. Item 8 – Staff CPD <ul style="list-style-type: none"> Q – How are we progressing with pupil peer assessment? Is all the necessary training in hand? A – Yes. It is all going well. Staff have all updated their professional folders. <p>LB confirmed that she had sent a copy of the individual Subject Action Plans to RL.</p> Item 11a – The Clerk confirmed he had sent Governor Training material to MS in his role as Link Governor. Item 11d – NON confirmed he had completed the Governors Skills Audit return and sent it to the school office for processing 	<p>Done</p> <p>Done</p> <p>Done</p>
<p>7</p>	<p>Head Teacher’s Report</p> <p>The Headteacher gave a verbal report during which she informed the governors of the following:</p> <ul style="list-style-type: none"> She school was going well and the staff were very positive. A recent issue with the use of Facebook by parents had been of concern. She and KL had taken advice from the school’s solicitors. At the time of the meeting the school had taken no legal action but the Headteacher considered herself now better informed. The governors believed that communication between the school and the parent body had improved and that relationships with parents were better. The governors considered that the Facebook issue was slowly being resolved. A recent focus for the school had been the professional development of staff and RL had visited the school to observe lessons taking place. <ul style="list-style-type: none"> Q – How is the new revamped area outside the Reception classes? A – It is wonderful and the staff love it. The schools EYFS data dipped last year and the new area will help to resolve this. 	
<p>8</p>	<p>Safeguarding</p> <ul style="list-style-type: none"> PD confirmed that he had carried out a Safeguarding Audit three weeks previously and had found no negative issues The audit had also been observed by the Headteacher. KL advised the governors that she had carried out a safety assembly on 7th November with support from the pupils and that this had been both well accepted and had produced positive results. KL advised the governors that she had attended two appropriate safeguarding CPD courses which had enhanced her own understanding of current safeguarding issues. 	

<p>9</p>	<p>Committee Minutes/Updates</p> <p>a) Curriculum and Achievement (<i>Minutes previously circulated</i>)</p> <p>RL agreed to remain as Chair of the Curriculum and Achievement Committee for the current time. The governors agreed that NON would take the responsibility of Vice Chair of the Committee.</p> <p>RL gave an overview of the meeting of the 3rd October 2016, Draft Minutes of which had been distributed previously.</p> <p>RL advised the governors that he would undertake RAISEonline data training by means of a course provided by the local authority in December.</p> <p>Following the overview, the governing body considered that pupil achievement data was strong across all subjects.</p> <p>b) Finance, Premises and Personnel (<i>Minutes previously circulated</i>)</p> <p>The Clerk gave an overview of the meeting of the 3rd October 2016, Draft Minutes of which had been distributed previously.</p>	
<p>10</p>	<p>Members' Update</p> <p>RL advised the governors that since he was now the Chair of the Governing Body, he was now also a Member of the Trustees of the Academy in accordance with Article 12c of the Articles of Association of Cromwell Academy and that PD's Membership was automatically terminated.</p> <p>He confirmed that S B-M was the Company Secretary and would ensure that these changes would be actioned.</p> <p>RL further confirmed that he would act as the communications link between the Members and the Governors.</p>	
<p>11</p>	<p>Governor matters</p> <p>a) School Website Update</p> <p>SB advised the governors that the content of the school's web site had been duplicated in the form of a folder so that in the instance of an Ofsted inspection and the Internet provision to the web site becoming unavailable, the web site content could still be accessed.</p> <p>The governors requested that SB ensure that the School Development Plan was shown on the web site.</p> <p>b) Pupil Premium Update</p> <p>LB advised the governors that the Pupil Premium Record was now summarised on a single sheet for each eligible pupil. Although every pupil in the school has a one-page profile sheet, the Pupil Premium children's records are more detailed. These would be updated each half-term</p> <p>c) Cromwell Academy Friends</p> <p>SB advised the governors that the recent pupil disco went well and that the Cromwell Academy Friends would be holding their AGM during the following week.</p> <p>d) Governor Training/GEL Website/In House Training</p> <p>MS advised the governors that he was putting together a</p>	<p>SB</p>

	<p>spreadsheet which showed governor attendance at training sessions and asked all governors to update him with details of training sessions attended.</p> <ul style="list-style-type: none"> • RL planned to undertake RAISEonline training, • NON planned to undertake RAISEonline training, • RL planned to undertake a Chair of Governors' course, • All governors were requested to undertake Safer Recruitment training, the cost of which (approximately £20 per person) would be paid by the school. 	
12	<p>Any other business previously notified to the Chair</p> <ul style="list-style-type: none"> • Regional Schools Commissioner <p>RL advised the meeting that the school had received a visit from Mr J Lewis who works with the Regional Schools Commissioner. Mr Lewis had been given a tour of the school and had seemed happy with the outcome of the discussions he had with the Headteacher, SLT and governors who had met him.</p> • Pupils <p>Q – How are the two Hungarian pupils doing?</p> <p>A – They speak little or no English but are doing well and are developing their communication skills with confidence. Both are more settled in the school now. There is a TA working with them but not on a full time basis. The school feels that an immersion approach is the best for both of them and this is being used as much as possible and is generating good results both academically and socially.</p> 	
13	<p>Dates of the next meetings</p> <p>Thursday 26th January 2017 at 5.30pm, Thursday 16th March 2017 at 5.30pm, Thursday 25th May at 5.30pm, Thursday 13th July 2017 at 5.30pm</p>	
14	<p>Confidential items</p> <p>Minuted separately.</p>	

Agreed as an accurate record.

Signed:

Richard Langley

Date:

19/1/17

