

# **CROMWELL ACADEMY**

Governing Body

# SUBJECT TO RATIFICATION Full Governing Body Meeting Thursday 16<sup>th</sup> March 2017 5.30pm at Cromwell Academy

## **Minutes**

## **ACTION GRID**

Item	Action	Deadline	Responsibility
7	Send SB and RL a model of the expected content of the Head Teacher's Report to Governors.	Before the next FGB	Clerk
9a	Send out a copy of the Impact Report for the next FGB and for future meetings.	Before all future FGB meetings	SB
9b	Contact PH with regard to promoting Kids' Club.	ASAP	SBM
12	Upload all Visit Reports to the Governors' Secure Area.	ASAP	SB
14a	Draft a letter to Huntingdon Town Council expressing the views of the governing body with regard to school finding in relation to the planned new housing and then send to RL for review.	As appropriate	GW
14b	Provide feedback on the meeting with Tom Sanderson to GW.	ASAP	SB
	* 15	x. "	

# SUBJECT TO RATIFICATION Full Governing Body Meeting Thursday 16<sup>th</sup> March 2017 5.30pm at Cromwell Academy

#### Minutes

Present: Stephanie Baldwin (SB), Lauren Blyth (LB), Paul Davis (PD), Paul Hull (PH), Richard Laing (RL), Niall O'Neill (NON), Gary Weston (GW), Bernadette Wong (BW)

Also in attendance: Kim Lague (KL - Associate), Richard Walmsley (Clerk)

	Item	Action
	Apologies for absence	
	Martin Savill (MS) – No apologies	
2	Declarations	
	a) Pecuniary interest	
	None	
	b) Personal interest or involvement	
	None	
3	Welcome to new Governors	
	The Chair welcomed PH, GW and BW to the governing body and advised the meeting that all three had successfully completed their Governor Induction.	
	Since he had been unable to attend the FGB of Thursday 19 <sup>th</sup> January, PH gave an outline of his background, links with the school and other interests.	ā
	Q – What makes you interested in becoming a governor?	1BG
	A – The education of my child and all of the others in the school. I can see there is a great deal of passion in the school, its staff and governors.	
4	Presentation by Andrew Goulding	
-	Andrew Goulding, the Headteacher of Hinchingbrooke School, gave a presentation to the governing body. He explained the nature of a Multi-Academy Trust (MAT) and stated that he considered that it was natural for teachers to collaborate; the MAT just being a formal vehicle for such collaboration. His presentation covered the following points:	
	<ul> <li>Why are we considering joining a MAT?</li> </ul>	
	What is our hope?	
	What are the challenges?	
	What are the options?	
	<ul> <li>Who are the sponsors of the proposed Hinchingbrooke MAT?</li> </ul>	

He explained that the sponsors of the proposed MAT are Brian and Leigh Message and that if the Hinchingbrooke MAT went ahead it would incorporate a number of schools, both Primary and Secondary but that the advantage would be that membership would remove a layer of bureaucracy, allowing member schools to retain their own governing bodies. Andrew Goulding stated that he had been in touch with St Ivo School but that there was nothing formal in place at the time of the meeting. He had the mandate from his governing body to approach all interested schools. Q - The two secondary schools [Hinchingbrooke School and St Ivo School] will constitute a large part of the MAT. How will member Primaries fare with this? A – We are not creating something which every school needs to do. The values and mission will bind all the schools together equally but all member schools can retain their own individual characters. Q – Do you have a rough timetable for your decision-making? A – No, but once we have a momentum we don't want to lose it. There will only be Hinchingbrooke School and St Ivo School as member secondary schools - all other local secondary schools are already in a MAT. It will not be this coming September. The earliest that an application can be submitted will probably be January 2018. Q – Will membership of the MAT be constrained by a clearly defined geographical area? A – It will probably include Huntingdon and its environs, such as Brampton, Buckden, Spaldwick and St Ives. The Chair thanked Andrew Goulding for his presentation and he left the meeting at this point. Minutes of the previous meeting The Minutes of the Meeting of Thursday 19th January 2017 were accepted **Accepted** as a true and accurate record. Matters arising and action points Item 6 - SB advised that she had not contacted Suzannah Connell of The Diamond Learning Partnership to invite her to the next FGB but had, after discussion with the Chair, contacted Andrew Goulding of Hinchingbrooke School instead. Suzannah Connell To be would be invited to a future meeting. done Item 7 – RL advised the meeting that it had not been possible to arrange a separate meeting to address the documentation review, including the following documents: Governors' Action Plan (including the Chair's Review January 2017), External Review Report and the Governors' Handbook. He confirmed that this still needs to be done and expressed disappointment that this had not To be done been possible. Item 8 - The Clerk confirmed he had added an item on the next C&A Committee Agenda allowing the Committee to review the Done provision mapping process. Item 13 - PD and LB confirmed that they had arranged a meeting

	to discuss Pupil Premium matters in the absence of MS but that the report was yet to be completed.	Done
7	Head Teacher's Report	
	The Head Teacher's Report had been previously circulated and was accepted by the governing body.	Accepted
	A query was raised with regard to pupil numbers; page 3 of the Report stating that the school roll stood at 184 while page 6 gave the number as 185. SB clarified that the discrepancy was due to different parts of the report being completed at different times and that the correct number was 184.	
	There followed some discussion about the expected content of the Head Teacher's Report and the Clerk was requested to send the Chair and the Head Teacher a model of what should be included.	Clerk
	Q – Why are Year 4 numbers so low at 22?	
	A – It has always been about that number for that year group all the way through the school from Reception.	
	RL explained that the school's funding is based on pupil numbers. In consequence, if an outgoing Year 6 cohort is small and the incoming Reception year cohort is larger, then the school's funding will increase.	
	Q – Reception numbers stand at 24. Is this an optimum? Would you want to increase this number?	
	A – Lower numbers help the teacher but larger numbers increase the school's income. There are advantages both ways.	
	Q – Does the school market itself to attract pupils?	
	A – We obviously want to attract pupils to the school.	
	Q – Do you want to have more children in the school or are you happy to keep the numbers low?	-
	A – A smaller cohort is amazing. However, the Published Admission Number (PAN) is 210.	
	Q – With regard to the 'Come and See Sessions', the attendance numbers are low. What can you do to increase these?	
	A – Although attendance for Come and See is fairly low, we feel parents and carers are given the opportunity to be part of school life and can support their children in being committed to learning.	est, es
	Q – I do get the impression from some parents that they are waiting to be invited. Perhaps an invitation from the child itself. Parent mail is rather distant.	
	SB elaborated on the development of music and advised the meeting that the school had now introduced weekly singing lessons for KS1 and Years 3 and 4 with a new teacher from the Cambridgeshire Music Service. The meeting agreed this was a positive development.	
	NON advised the meeting that he had accompanied 17 Year 2 children to Grafham Water Centre for a residential visit. During their trip they had taken part in a wide range of activities, giving them the opportunity to develop their independence, confidence and team work skills. He felt the experience had been very positive all round. The governors agreed and thanked all those staff and parents who had made the trip possible.	

#### 8 Safeguarding

KL advised the meeting of the following:

- NSPCC had come into the school on 14<sup>th</sup> march and conducted two assemblies for KS1 and KS2 in the morning, followed by workshops for Years 5 and 6. Resulting from this, one child shared a concern.
- The results of the Pupil Safeguarding Questionnaire were shared with the governors.
- All three new governors had undertaken Child Safeguarding training.
- Sarah Barnard Mitcham would receive training in order to become the school's second Designated Person.
- RL had completed a safer Recruitment course.

### 9 Questions from governors regarding the School Action Plans

#### a) School Improvement Priorities 2016-17

A copy of the School Improvement Priorities 2016-17 had been previously distributed.

- Q Are the Pupil Progress Meetings working?
- A Yes they are very effective. The meetings are really positive as we all share information, not just data, so that SB and LB both have a good overview of each pupil.
- Q What has analysis shown the school? On the School Improvement Priorities it may be more useful for governors if instead of saying "Analysis underway" it said "Analysis underway and it shows the following."
- A This is an evidence sheet which shows that we are undertaking the work. The evidence itself, the results of the analysis, is shown in the Impact Report which is separate.

The governors considered that the Impact report is one which is needed for future meetings and asked SB to send out a copy of the Impact Report for the next FGB and for future meetings.

#### b) Kids Club Action Plan 2016-17

A copy of the Kids Club Action Plan 2016-17had been previously distributed.

- Q Why is there no financial information in the Kids' Club Action Plan?
- A This is a matter under discussion with the Bursar at the moment. Nome of the fixed amounts need to be defined and clarified.
- Q Is there any promotional option with the Kids' Club? Something along the lines of a "You asked, We said" advertisement? If not, can we action this? Not just talking with Kids' Club parents but across the whole school?
- A We are struggling to recruit staff for Kids' Club at present and the existing staff are struggling with the administration. Maybe this matter could be given to the

SB

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		fice and administration staff, say for half a day each week.	(a) (a) (b) (b)
	PH offere would ne	ed to help the school in this matter but advised that he ed some input from the school.	
	SB agree	d that SBM would contact PH on this matter.	SBM
	c) EYFS Ac	tion Plan 2016-17	
	A copy o	the EYFS Action Plan 2016-17had been previously d.	
	the expe	rs considered that the data was very positive, showing that cted end-of-year levels were set above the national despite the fact that the start-of-year intake was below the average.	
10	Committee Min	utes/Updates	
	a) Curricul	um and Achievement (Minutes previously circulated)	*
	Achiever	ir advised the meeting that the Curriculum and ment Committee meeting on 2 <sup>nd</sup> March 2017 had been and expressed his disappointment.	
	b) Finance	, Premises and Personnel (Minutes previously circulated)	
	the agreemanage	we an overview of the meeting of 2 <sup>nd</sup> March 2017, including ement for SLT to be given release time to address ment issues, the matter of parental debt for the Kids' Club, Risk Register.	
11	Members' Upd	ate	
	RL advised that	there were currently three Members of the Trust but that to increase this number.	
12	Governors' Mo	nitoring Visits: confirmation of/allocation of sand expectations of governors	
	A copy of a list and the names	of all Link Governors along with their areas of responsibility of school staff taking part was distributed.	
	RL emphasised the importance of governors being proactive in undertaking visits and asked all link governors to arrange a visit related to their link responsibility in association with the school office, the headteacher and the appropriate member(s) of staff.		7
	The meeting as Secure Area.	ked SB to upload all Visit Reports to the Governors'	SB
13	Multi-Academy	Trust Membership – a discussion	
	Academy becone the input from F Community Edit	de-ranging discussion on the possibility of Cromwell ming a member of a Multi-Academy Trust (MAT) following Rod Warsap, Executive Head Teacher of Godmanchester ucation Trust (GCET) and Andrew Goulding, the Hinchingbrooke School.	
	it was agreed the The meeting decision and the	ed that a vote had been taken two years previously in which nat the school should move towards membership of a MAT. ecided that the governing body no longer felt bound by that at viable alternatives should be investigated, such as emy becoming a Teaching School.	

14	Foren	sic Lab Site Discussion	
	a)	Making Representations to the Council	
		GW agreed to draft a letter to Huntingdon Town Council expressing the views of the governing body with regard to school funding in relation to the planned new housing. This would then be sent to RL for review.	GW
		PH confirmed that he had attended a public meeting.	
	b)	Feedback from HT's Meeting with Tom Sanderson	
		SB agreed to provide feedback on her meeting with Tom Sanderson to GW.	SB
15	Gover	nor matters	
	a)	School Website Update	
		There were no issues.	
	b)	Pupil Premium Update	
		LB confirmed that this was being done during the week.	
	c)	Cromwell Academy Friends	
		There were no issues.	
	d)	Governor Training/GEL Website/In House Training	
		There was no update.	
16	Any of	ther business previously notified to the Chair	
4=			
17		of the next meetings	
	inurso	lay 25 <sup>th</sup> May at 5.30pm, Thursday 13 <sup>th</sup> July 2017 at 5.30pm	
18	Confid	lential items	
	Minute	d separately.	

Agreed as an accurate record.

Sianed:

Page **7** of **7** 

Date: 25/5/207