



CROMWELL ACADEMY

Governing Body

SUBJECT TO RATIFICATION
Full Governing Body
Meeting Thursday 16th 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

SUBJECT TO RATIFICATION
Full Governing Body
Meeting Thursday 16th 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
1	<p>Apologies for absence Martin Savill (MS) – No apologies</p>	
2	<p>Declarations</p> <p>a) Pecuniary interest None</p> <p>b) Personal interest or involvement None</p>	
3	<p>Welcome to new Governors</p> <p>The Chair welcomed PH, GW and BW to the governing body and advised the meeting that all three had successfully completed their Governor Induction.</p> <p>Since he had been unable to attend the FGB of Thursday 19th January, PH gave an outline of his background, links with the school and other interests.</p> <p>Q – What makes you interested in becoming a governor?</p> <p>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.</p>	
4	<p>Presentation by Andrew Goulding</p> <p>Andrew Goulding, the Headteacher of Hinchingsbrooke 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:</p> <ul style="list-style-type: none"> • Why are we considering joining a MAT? • What is our hope? • What are the challenges? • What are the options? • Who are the sponsors of the proposed Hinchingsbrooke MAT? 	


	<p>He explained that the sponsors of the proposed MAT are Brian and Leigh Message and that if the Hinchingsbrooke 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.</p> <p>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.</p> <p>Q - The two secondary schools [Hinchingsbrooke School and St Ivo School] will constitute a large part of the MAT. How will member Primaries fare with this?</p> <p>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.</p> <p>Q – Do you have a rough timetable for your decision-making?</p> <p>A – No, but once we have a momentum we don't want to lose it. There will only be Hinchingsbrooke 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.</p> <p>Q – Will membership of the MAT be constrained by a clearly defined geographical area?</p> <p>A – It will probably include Huntingdon and its environs, such as Brampton, Buckden, Spaldwick and St Ives.</p> <p>The Chair thanked Andrew Goulding for his presentation and he left the meeting at this point.</p>	
<p>5</p>	<p>Minutes of the previous meeting</p> <p>The Minutes of the Meeting of Thursday 19th January 2017 were accepted as a true and accurate record.</p>	<p>Accepted</p>
<p>6</p>	<p>Matters arising and action points</p> <ul style="list-style-type: none"> • 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 Hinchingsbrooke School instead. Suzannah Connell would be invited to a future meeting. • 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 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 provision mapping process. • Item 13 – PD and LB confirmed that they had arranged a meeting 	<p>To be done</p> <p>To be done</p> <p>Done</p>

<p>8</p>	<p>Safeguarding</p> <p>KL advised the meeting of the following:</p> <ul style="list-style-type: none"> • NSPCC had come into the school on 14th 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. 	
<p>9</p>	<p>Questions from governors regarding the School Action Plans</p> <p>a) School Improvement Priorities 2016-17</p> <p>A copy of the School Improvement Priorities 2016-17 had been previously distributed.</p> <p>Q – Are the Pupil Progress Meetings working?</p> <p>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.</p> <p>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.”</p> <p>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.</p> <p>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.</p> <p>b) Kids Club Action Plan 2016-17</p> <p>A copy of the Kids Club Action Plan 2016-17 had been previously distributed.</p> <p>Q – Why is there no financial information in the Kids' Club Action Plan?</p> <p>A – This is a matter under discussion with the Bursar at the moment. None of the fixed amounts need to be defined and clarified.</p> <p>Q – Is there any promotional option with the Kids' Club? Something along the lines of a “<i>You asked, We said</i>” advertisement? If not, can we action this? Not just talking with Kids' Club parents but across the whole school?</p> <p>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</p>	<p>SB</p>

	<p>office and administration staff, say for half a day each week.</p> <p>PH offered to help the school in this matter but advised that he would need some input from the school.</p> <p>SB agreed that SBM would contact PH on this matter.</p> <p>c) EYFS Action Plan 2016-17</p> <p>A copy of the EYFS Action Plan 2016-17 had been previously distributed.</p> <p>Governors considered that the data was very positive, showing that the expected end-of-year levels were set above the national average despite the fact that the start-of-year intake was below the national average.</p>	SBM
10	<p>Committee Minutes/Updates</p> <p>a) Curriculum and Achievement (<i>Minutes previously circulated</i>)</p> <p>The Chair advised the meeting that the Curriculum and Achievement Committee meeting on 2nd March 2017 had been inquorate and expressed his disappointment.</p> <p>b) Finance, Premises and Personnel (<i>Minutes previously circulated</i>)</p> <p>NON gave an overview of the meeting of 2nd March 2017, including the agreement for SLT to be given release time to address management issues, the matter of parental debt for the Kids' Club, and the Risk Register.</p>	
11	<p>Members' Update</p> <p>RL advised that there were currently three Members of the Trust but that he was looking to increase this number.</p>	
12	<p>Governors' Monitoring Visits: confirmation of/allocation of responsibilities and expectations of governors</p> <p>A copy of a list of all Link Governors along with their areas of responsibility and the names of school staff taking part was distributed.</p> <p>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.</p> <p>The meeting asked SB to upload all Visit Reports to the Governors' Secure Area.</p>	SB
13	<p>Multi-Academy Trust Membership – a discussion</p> <p>There was a wide-ranging discussion on the possibility of Cromwell Academy becoming a member of a Multi-Academy Trust (MAT) following the input from Rod Warsap, Executive Head Teacher of Godmanchester Community Education Trust (GCET) and Andrew Goulding, the Headteacher of Hinchingsbrooke School.</p> <p>Governors noted that a vote had been taken two years previously in which it was agreed that the school should move towards membership of a MAT. The meeting decided that the governing body no longer felt bound by that decision and that viable alternatives should be investigated, such as Cromwell Academy becoming a Teaching School.</p>	

14	<p>Forensic Lab Site Discussion</p> <p>a) Making Representations to the Council</p> <p>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.</p> <p>PH confirmed that he had attended a public meeting.</p> <p>b) Feedback from HT's Meeting with Tom Sanderson</p> <p>SB agreed to provide feedback on her meeting with Tom Sanderson to GW.</p>	<p>GW</p> <p>SB</p>
15	<p>Governor matters</p> <p>a) School Website Update</p> <p>There were no issues.</p> <p>b) Pupil Premium Update</p> <p>LB confirmed that this was being done during the week.</p> <p>c) Cromwell Academy Friends</p> <p>There were no issues.</p> <p>d) Governor Training/GEL Website/In House Training</p> <p>There was no update.</p>	
16	<p>Any other business previously notified to the Chair</p> <p>None.</p>	
17	<p>Dates of the next meetings</p> <p>Thursday 25th May at 5.30pm, Thursday 13th July 2017 at 5.30pm</p>	
18	<p>Confidential items</p> <p>Minuted separately.</p>	

Agreed as an accurate record.

Signed: 

Date: 25/5/2017

