



CROMWELL ACADEMY

Governing Body

SUBJECT TO RATIFICATION
Full Governing Body
Meeting Thursday 25th May 2017
5.30pm at Cromwell Academy

Minutes

ACTION GRID

Item	Action	Deadline	Responsibility
3	Add 'Election of the Vice Chair' to the Agenda for the next FGB Meeting.	As appropriate	Clerk
3	Send past copies of all the local authority governor training booklets to MS	ASAP	Clerk
5	Send out a copy of the Impact Report for the next FGB and for future meetings.	Before all future FGB meetings	LB
5	Contact PH with regard to promoting Kids' Club.	As appropriate	SBM
5	Upload all Visit Reports to the Governors' Secure Area.	As appropriate	LB
5	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
9	Contact Bev Curtis with regard to his co-option to the governing body.	ASAP	Clerk

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Minutes

Present: Lauren Blyth (LB), Paul Hull (PH), Richard Laing (RL), Niall O'Neill (NON), Martin Savill (MS), Gary Weston (GW),

Also in attendance: Sophie Hill (Member), Richard Walmsley (Clerk)

	Item	Action
1	<p>Apologies for absence Stephanie Baldwin (SB), Bernadette Wong (BW) – both accepted</p>	
2	<p>Declarations</p> <p style="padding-left: 20px;">a) Pecuniary interest None</p> <p style="padding-left: 20px;">b) Personal interest or involvement None</p>	
3	<p>Important Matters</p> <p>RL advised governors of the resignation of Paul Davis from the governing body. He then read out a statement.</p> <p>He explained that the past two weeks had been an eventful time for all members of the governing body and for the school in respect of the Ofsted inspection and the absence of the Headteacher.</p> <p>He informed the governors that the matter of the Ofsted inspection would be fully discussed later in the meeting but that it had brought to light matters of which he, as Chair of Governors, had not been previously aware.</p> <p>He offered his resignation from the position as Chair of Governors, advising that he would stay on as a governor for a short period of time in order to offer the governing body and the school some stability during the ensuing period of change but considered that his full resignation from the governing body would be inevitable.</p> <p>The governors thanked RL for having taken on the position of Chair at a time when no other member of the governing body was able to do so and for addressing some urgent and unexpected matter so promptly and efficiently.</p> <p>The Clerk oversaw the election of a new Chair of Governors.</p> <p>Having been duly proposed (by PH) and seconded (by MS), GW was elected to the post of Chair.</p> <p>It was agreed that the election of Vice Chair would be held over to the next FGB when all members of the governing body could be present. The Clerk was asked to add this to the Agenda of the FGB Meeting on the 13th</p>	<p>GW elected as Chair</p>

	<p>July 2017.</p> <p>The meeting was advised that if membership of the Hinchingsbrooke/St Ivo Multi-Academy Trust (MAT) was agreed, then the school would be offered an experienced governor, Mr Bev Curtis, to work with the governing body as a Co-Opted Governor.</p>	Clerk
4	<p>Minutes of the previous meeting</p> <p>The Minutes of the Meeting of 16th March 2017 were accepted as a true and accurate record.</p> <p>The Confidential Minutes of the Meeting of 16th March 2017 were accepted as a true and accurate record.</p>	<p>Accepted</p> <p>Accepted</p>
5	<p>Matters arising and action points</p> <ul style="list-style-type: none"> • Item 7 – The Clerk confirmed that he had sent a model of the expected content of the Head Teacher’s Report to Governors to SB and RL. • Item 9a – The Headteacher had been requested to send out a copy of the Impact Report for the next FGB and for future meetings. This was item deferred. • Item 9b – The Headteacher’s PA had been requested to contact PH with regard to promoting Kids’ Club. This item was deferred. • Item 12 – The Headteacher had been requested to upload all Visit Reports to the Governors’ Secure Area. This item was deferred. • Item 14a – GW had been requested to 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. This item was deferred. • Item 14b – GW confirmed that SB had provided feedback on the meeting with Tom Sanderson. 	<p>Done</p> <p>Deferred</p> <p>Deferred</p> <p>Deferred</p> <p>Deferred</p> <p>Done</p>
6	<p>Committee Updates</p> <p>a) Curriculum and Achievement 4th/25th May 2017</p> <p>RL advised the meeting that no meeting had taken place on this date due to current circumstances. The meeting had originally been scheduled for the morning of 4th May but since LB had been required to teach and MS had not attended, the meeting had been inquorate.</p> <p>b) Finance, Premises and Personnel 4th May 2017</p> <p>NON gave the Meeting an overview of the FP&P Committee Meeting of the 4th May, noting that two HR systems had previously been in use and that this had now been reduced to one. He also advised the governors that the Committee had been very busy as a consequence of recent events and that some key actions had been put in place.</p> <p>c) Review of Committee Membership and Link Governors</p> <p>The governors agreed that, following recent events, some changes to Committee Membership and Link Governors were needed.</p> <p>NON proposed that PH and GW join the FP&P Committee. This was agreed.</p>	Agreed

	<p>RL proposed that BW joins the C&A Committee. This was agreed.</p> <p>NON proposed that he steps down from the C&A Committee. This was agreed.</p> <p>Following the resignation of Paul Davies from the governing body, GW proposed that NON take on the link governor responsibilities for Health and Safety and for Safeguarding. This was agreed.</p> <p>MS requested that the Clerk send him all past copies of the local authority governor training booklets.</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Clerk</p>
<p>7</p>	<p>Safeguarding</p> <p>Following the expiry of Kim Lague’s (KL) term of office as an Associate, LB gave an overview of safeguarding matters.</p> <ul style="list-style-type: none"> • The school had been taking part in a safeguarding project, ‘The Voice of the Child’. • KL had attended an ‘Integrated Front Door’ meeting. The Clerk explained that the Multi-Agency Safeguarding Hub, First Response and Early Help Hub would all be using an ‘Integrated Front Door’ which would provide a single point of entry for all notifications regarding safeguarding and promoting the well-being of children. This single point of entry would lead to support from agencies including Health Visitors, Education, Police, Social Workers, Youth Offending Team and CaMH. NON elaborated on what happens on the other side of the ‘Front Door’. • LB conveyed KL’s thanks to the governors for their support over the previous week. • GW summarised a security briefing he had received regarding a physical attack on a young girl on the Oxmoor Estate. He advised that the girl’s school (Hartford primary School) was providing support and had shared this information with LB so that she was area of the incident. <p>GW thanked NON for taking on the responsibilities of Safeguarding as Link Governor.</p>	
<p>8</p>	<p>Ofsted Inspection May 2017</p> <p>The Clerk was advised that this section should be considered as confidential until the publication of the final Inspection Report.</p> <p>GW outlines some of the findings of the Inspection Report. He notes that the ‘positives’ included:</p> <ul style="list-style-type: none"> • Teaching staff – the inspectors had commented that the teaching staff were ‘doing more than expected in carrying out their duties.’ • Safeguarding. LB thanked those staff and governors concerned. • Behaviour and welfare. <p>GW expressed his confidence in every one of the teachers of the school in their ability to inspire children to learn. He then outlined some of the negative findings of the inspection:</p> <ul style="list-style-type: none"> • Relationship with the community – for example as expressed through Parent View, Ofsted’s parental questionnaires and other communications received, • Pupil achievement data. LB thought that the inspection had 	

	<p>focused too much on isolated year cohorts rather than progress across the whole school but that they did understand the school's data system used.</p> <ul style="list-style-type: none"> • Inaccurate self-assessment – for example through the Self Evaluation Form (SEF) and that the school had not been sufficiently evaluative in this process • Coasting – the inspection concluded that Cromwell Academy was a 'coasting school', i.e., <i>“a school where data shows that, over a three-year period, the school is failing to ensure that pupils reach their potential. A school will only be coasting if performance data falls below the coasting bar in all three previous years.”</i> <p>GW expressed his concerns over the reaction of the teaching staff on the release of the full report, in particular as the judgement for Leadership and Management had been negative. He proposed that the school issue a press release which would proactively give out information to the community when the Inspection report was published.</p> <p>There followed some discussion as to whether a letter should go to parents prior to publication. It was decided to delay any such letter.</p> <p>Governors also discussed how the school should start to engage more positively with the community. Plans so far included:</p> <ol style="list-style-type: none"> 1. Publishing the FGB and Committee Minutes on the school's web site rather than just stating that they were available via the school office, 2. Membership of a MAT. 	
<p>9</p>	<p>Hinchingbrooke/St Ivo Multi Academy Trust – Membership</p> <p>GW confirmed that he had spoken with Tim Coulson, the Regional Schools Commissioner. He reported that Mr Coulson had been 'interested' in Cromwell Academy for some time due to the number of parental complaints he had received but had been unable to take significant action until the outcome of the Ofsted Inspection was known.</p> <p>He now welcomed the school's intention to pursue the membership of a MAT, supported the Hinchingbrooke/St Ivo MAT and had stated that he would support this action in whatever ways he could.</p> <p>GW considered that the Hinchingbrooke MAT (HMAT) focused on achieving educational excellence rather than economies of scale as some other MATs tend to do.</p> <p>There then followed discussion as to whether Cromwell Academy should pursue membership of the Godmanchester MAT (GMAT) or HMAT and individual governors spoke of the many pros and cons of each course of action.</p> <p>GW reiterated that there was support from the DfE specifically for membership of HMAT and that HMAT had offered the support of a co-opted governor who had strong HR experience and links.</p> <p>Governors outlined what they considered to be benefits and concerns of joining HMAT:</p> <p>Benefits:</p> <ul style="list-style-type: none"> ○ DfE support ○ Support in the form of a co-opted governor ○ Financial benefits 	

	<p>Concerns:</p> <ul style="list-style-type: none"> ○ Both Hinchingsbrooke and St Ivo were secondary rather than primary ○ There were no other primary schools in HMAT ○ Since Cromwell Academy was a feeder school for Hinchingsbrooke could begin to focus on requirements for admission <p>A vote was held to decide whether Cromwell Academy should formally enter the process of applying for membership of HMAT. Governors unanimously agreed to do so.</p>	Agreed
10	<p>Governor Matters</p> <p>GW proposed that Bev Curtis be co-opted as a governor. In accordance with Clause 59 in the Articles of Association, this was voted on by those governors who had not themselves been co-opted. Agreement was unanimous.</p> <p>The Clerk was requested to contact Bev Curtis with regard to his co-option.</p> <p>The governors expressed their thanks to Paul Davis for his hard work and dedication during his term of office as a governor.</p> <p>NON gave the meeting a summary of his staff welfare visit on 24th May 2017:</p> <ul style="list-style-type: none"> • All staff were behind LB as Acting Head. • All were positive about the future. • Staff were happy that they had the backing of the governors. • There were some worries about job security, especially as the resignation date was 31st May 2017. • Some staff were concerned about their relationship with the governing body especially as some individuals on the GB were not as visible as they could be. 	Agreed Clerk
11	<p>Provisional Dates for FGB and Committee Meetings 2017-18</p> <p>The Clerk requested all governors to consider the proposed dates for FGB and Committee Meetings for the 2017-18 academic year and advise him of any anticipated difficulties in attendance.</p>	
12	<p>Any other business previously notified to the Chair</p> <p>LB asked whether she should sign any documentation as 'Acting Head'. Governors agreed that she should do this.</p> <p>LB informed the meeting that the EYFS Intake Evening would be held on 13th June and requested that all governors attended.</p> <p>LB advised the meeting that she would extend the Year 3 Teacher's contract to the end of the school term.</p> <p>LB requested the Purchase card. RL agreed to pass this on to her.</p> <p>LB advised the governors that the management of the Kids' Club was being covered by another member of staff and that EPM had suggested payment in the form of a 'one-off gesture of recognition' which would be based on extrapolated hours spent on administration until the end of the</p>	Agreed

