



CROMWELL ACADEMY

Governing Body

SUBJECT TO RATIFICATION
Full Governing Body
Meeting Thursday 19th January 2017
5.30pm at Cromwell Academy

Minutes

ACTION GRID

Item	Action	Deadline	Responsibility
6	Contact Suzannah Connell of The Diamond Learning Partnership to invite her to the next FGB	ASAP	SB
7	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.	As appropriate	RL
8	Add an item on the next C&A Committee Agenda allowing the Committee to review the provision mapping process.	For the next C&A Committee	Clerk
13	Arrange a meeting to discuss Pupil Premium matters in the absence of MS	As appropriate	PD, LB

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Minutes

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

Also in attendance: Kim Lague (KL - Associate), Richard Walmsley (Clerk), Gary Weston
 (Prospective Governor), Bernadette Wong (Prospective Governor), Rod Worsap (Executive
 Head Teacher of Godmanchester Community Education Trust).

	Item	Action
1	Apologies for absence Martin Savill (MS) - Accepted	
2	Declarations a) Pecuniary interest None b) Personal interest or involvement None	
3	Election of Vice Chair The Clerk asked for nominations for the position of Vice Chair. PD was nominated by NON and seconded by SB. There being no further nominations, PD was appointed to the position of Vice Chair.	
4	Co-option of New Governors The Chair welcomed Gary Weston and Bernadette Wong (Prospective Governors) to the meeting and invited them to give the governing body an outline of their respective interests and skills. Bernadette Wong gave an outline of her background, links with the school and other interests. Q – What makes you interested in becoming a governor? A – I see the school as the parent of a child but am not able to see how the school works from the other side and being a governor will help to inform me so I can help the school to move forward. RL gave a summary of the governors' responsibilities and the manner in which individual governors and committees worked as well as the responsibilities of the full governing body. Q – What is your impression of the school? A – I like the school but I feel that some pupils who are a bit ahead may be left to do more self-learning. RL explained the responsibilities of the whole governing body for the gifted, talented and more able pupils in the school, explaining that it was a	

RL

	<p>collective responsibility as well as the need for confidentiality even when there was a conflict of interests.</p> <p>PD explained some of the problems which would be experienced by a fragmented governing body.</p> <p>Gary Weston gave an outline of his background, links with the school and other interests.</p> <p>Q – What is your impression of the school?</p> <p>A – Everybody deserves a chance. I like the culture of the school and we seem to share the same philosophy. What I don't like is the turnover of governors over the year and I should like to contribute to a period of stability.</p> <p>Q – Would attending early morning meetings be a problem to either of you?</p> <p>A (BW) – Meetings are usually set long in advance and we would comply with those.</p> <p>A (GW) – No. I could fit those into my schedule.</p> <p>Q (GW) – What is the number one priority for the school at the moment?</p> <p>A (RL) – The school's development plan (SDP) is on the web site. There is no one single priority. Ensuring the quality of teaching and learning is clearly high on the list but there are others. If we had to choose one it would be the progress of the pupils.</p> <p>RL emphasised the need for individual initiative and proactivity from governors and noted that, in the past, this had not been apparent.</p> <p>NON advised that personal agendas were not tabled at governors' meetings explaining that what was considered difficult at times was engaging with collective responsibility, meaning that individual governors would sometimes have to put personal individual concerns to one side even if they didn't agree with collective decisions.</p> <p>The Chair thanked both Gary Weston and Bernadette Wong for their interest and confirmed that he would be in touch with them.</p> <p>Gary Weston and Bernadette Wong left the meeting at this point.</p> <p>The Chair informed the governors that, in the past, some Members of the Trust had not been correctly appointed according to the Articles of Association. In consequence, the school had been advised that the only Members correctly appointed were those who were appointed at the outset of the school's conversion to an academy. The school had taken legal advice on this matter and had been advised that it would be appropriate for Paul Hull to be co-opted onto the governing body.</p> <p>In accordance with Article 59, the co-option of the following individuals to the Full Governing Body were agreed:</p> <p>Paul Hull – Agreed</p> <p>Gary Weston – Agreed</p> <p>Bernadette Wong – Agreed</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p>
<p>5</p>	<p>Minutes of the previous meetings</p> <p>The Minutes of the Meeting of 10th November 2016 were accepted as a true and accurate record.</p>	<p>Accepted</p>

	<p>The Confidential Minutes of the Meeting of 10th November 2016 were accepted as a true and accurate record.</p> <p>The Minutes of the Meeting of 12th December 2016 (Accounts) were accepted as a true and accurate record.</p> <p>The Minutes of the Meeting of 12th December 2016 were accepted as a true and accurate record.</p>	<p>Accepted</p> <p>Accepted</p> <p>Accepted</p>
6	<p>Matters arising and action points</p> <p>10th November:</p> <ul style="list-style-type: none"> Item 11 - SB confirmed that the School Development Plan was shown on the web site. <p>15th December:</p> <ul style="list-style-type: none"> Item 4 – RL confirmed that he was keeping Governors updated on Members' matters as they arose. Item 4 – RL confirmed that he had circulated the form received from the EFA to Governors. Item 4a - RL confirmed that he had contacted Paul Hull regarding co-option as a governor. Item 4b – RL confirmed that he had received suggestions for suitable members from governors. Item 5 – SB confirmed that Rod Warsap had been invited to attend to the next FGB to discuss MAT and Ofsted. Item 5 – SB advised that she had yet to contact Suzannah Connell of The Diamond Learning Partnership to invite her to the next FGB. Item 5 – RL reminded all governors to research MATs. Item 5 - SB confirmed that she had co circulated documents regarding MATs Item 7 – RL confirmed that he had updated and circulated the Governor Action Plan. 	<p>Done</p> <p>Ongoing</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>SB</p> <p>Ongoing</p> <p>Done</p> <p>Done</p>
7	<p>Documentation Review</p> <p>It was decided that a separate meeting would be arranged by the Chair 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.</p>	<p>RL</p>
8	<p>Head Teacher's Report</p> <p>The Head Teacher's Report (Autumn 2016) had been circulated prior to the meeting. SB emphasised some of the key points in her report, including the value and impact of governors' visits, particularly the safeguarding audit visits in October 2016.</p> <p>Q – Could you please explain what 'Provision maps' are?</p> <p>A – Since September 2012 there has been a legal requirement for schools to publish information about their pupil premium spending. A provision map is an efficient way of showing all the provision that the school makes which is additional to and different from that which is offered through the school's curriculum.</p> <p>The Clerk was requested to add an item on the next C&A Committee</p>	

	<p>Agenda allowing the Committee to review the provision mapping process.</p> <p>Q – On page 3 your report states that the school roll is 185 but on page 6 it is given as 188. Why is there a difference?</p> <p>A – There are three pupils who joined the school since the main body of the report was written. The additional three are included on the chart on page 6.</p> <p>The Chair thanked SB for her report.</p>	Clerk
9	<p>Safeguarding</p> <p>KL advised the governors that the safeguarding questionnaires for the pupils were underway. They had been completed by all appropriate Year Groups except for Reception Year and Year 3.</p>	
10	<p>Questions from governors regarding the School Action Plans</p> <p>a) School Improvement Priorities 2016-17</p> <p>Q – Is the School development Plan on the web site></p> <p>A – Yes. I would point out that the phrase ‘narrowing the gap’ has now been superseded by the phrase ‘diminishing the differential’.</p> <p>Q – Does target setting apply to all staff? How do you set and evaluate these?</p> <p>A – Targets for all staff come from the staff appraisal process. This applies to teachers, TAs, office staff and staff from the Kids’ Club.</p> <p>b) Kids Club Action Plan 2016-17</p> <p>No questions.</p> <p>c) EYFS Action Plan 2016-17</p> <p>No questions.</p>	
11	<p>Committee Minutes/Updates</p> <p>a) Curriculum and Achievement (12th January 2017)</p> <p>RL gave an overview of the most recent C&A Committee meeting.</p> <p>b) Finance, Premises and Personnel (12th January 2017)</p> <p>NON gave an overview of the most recent FP&P Committee meeting.</p>	
12	<p>Members’ Update</p> <p>The Chair advised the governors that he was putting together a job description which summarised what Trust Members were expected to do in their role, since the Articles of Association were rather vague in this matter.</p>	
13	<p>Governor matters</p> <ul style="list-style-type: none"> • School Website Update <p>SB confirmed that the updating of the school web site was now complete.</p>	

	<ul style="list-style-type: none"> • Pupil Premium Update PD agreed to cover this responsibility in the absence of MS who was busy. PD agreed to meet with LB to discuss Pupil Premium matters. • Cromwell Academy Friends SB advised the governors that the Cromwell Academy Friends had provided the school with a sail which was to be used as a sun/weather cover for the pupils in the outside area. • Governor Training/GEL Website/In House Training This matter had been covered in the Committee Minutes. 	PD, LB
14	<p>Any other business previously notified to the Chair</p> <ul style="list-style-type: none"> • Mr Rod Warsap, Executive Head Teacher of Godmanchester Community Education Trust (GCET), attended the meeting by invitation at this point and gave the governors an overview of conversion to a Multi-Academy Trust (MAT). He distributed an information sheet about the GCET including its foundation, governance and vision and a summary of the benefits of becoming part of a MAT. After giving a short account of the differences between a Single Academy Trust (SAT) and a MAT he invited questions from the governors. <p>Q – Do you see member schools as being equal partners?</p> <p>A – Yes. If Cromwell Academy joined the GCET you would be one third of the Trust and one third of the partnership. Cromwell Academy would not have to re-brand, change its uniform or anything like that although GCET may have to change its name if it incorporated a school outside Godmanchester. There would be lots of realities as to how it would affect the school so you would sit down with the directors of the Trust and discuss these. Financially the school would be protected and its reserves, etc., would be ring-fenced.</p> <p>Q – If Cromwell Academy joined GCET would the staff transfer across by the Transfer of Undertakings - Protection of Employment (TUPE) Regulations? Are the pay scales and pension arrangements the same?</p> <p>A – Yes. The GCET uses the Burgundy Book, the STPCD pay scales, Teachers' pension Scheme, etc. The only difference may be the rolling absence year which we use.</p> <p>RW advised the governors that he wished the GCET to remain primary focused and would not seek to join a big secondary driven MAT.</p> <p>Q – What interests you in Cromwell Academy joining the Trust?</p> <p>A – I am impressed by your school leader. We have similar data and educational outlooks. Joining us would, I believe, be of benefit to both Cromwell Academy and the GCET. I would be happy for us to begin working together without either side making or expecting any commitments.</p> <p>Q – Is your Board of Directors as keen as you are and do</p>	

	<p>they know that you are talking to us?</p> <p>A – Yes. They accept that the Trust needs to grow a bit and it is my responsibility to look at ways of achieving this. They accept that the Trust would retain its Primary education focus. At one point they were looking at building a Secondary school but now they want to keep a Primary focus.</p> <p>The Chair thanked RW for his input.</p> <p>RW left the meeting at this point.</p> <ul style="list-style-type: none"> • The governing body thanked RL for all the additional work he had done in recent months. 	
15	<p>Dates of the next meetings</p> <p>Thursday 16th March 2017 at 5.30pm, Thursday 25th May at 5.30pm, Thursday 13th July 2017 at 5.30pm</p>	
16	<p>Confidential items</p> <p>None</p>	

Agreed as an accurate record.

Signed:

Richard Loring

Date:

16/3/17

