



CROMWELL ACADEMY

Governing Body

SUBJECT TO RATIFICATION
Full Governing Body
Meeting Thursday 6th October 2016
5.30pm at Cromwell Academy

Minutes

ACTION GRID

Item	Action	Deadline	Responsibility
4	Details of a question MS had asked with regard to staff numbers to be included in the Minutes of the Meeting of 14 th July 2016.	ASAP	Clerk
5	Write a full report of the physical security visit to be distributed to governors.	ASAP	PD
8	Send a copy of the individual Subject Action Plans to RL.	ASAP	LB
11a	Send Link Governor for Governor Training material to MS	ASAP	Clerk
11d	Complete the Governors Skills Audit return and send it to the school office for processing.	ASAP	NON

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

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

	Item	Action
1	Welcome	
2	Apologies for absence Roger Worgan (RW)	
3	Declarations <ul style="list-style-type: none"> a) Pecuniary interest None. b) Personal interest or involvement SB advised the Clerk that a family member was now employed by the academy on a permanent contract as the Headteacher's PA. KL advised the Clerk that a family member was employed on a temporary basis in the academy's Kids' Club. c) New declarations All governors present completed new Declaration of Interest forms. 	
4	Minutes of the previous meeting MS requested that the details of a question he had asked with regard to staff numbers be included in the Minutes of the Meeting of 14th July 2016. The Minutes of the Meeting of 14 th July 2016 were otherwise accepted as a true and accurate record.	Clerk
5	Matters arising and action points <ul style="list-style-type: none"> • Item 10 – PD had conducted a check of the physical security of the school. He reported that during the check he had drawn attention to a box by the perimeter fence which could be used to gain access or allow exit and that this had since been moved. Anti-climb paint was to be applied to certain parts of the school building. While on the premises the school conducted a 'lock-down' exercise during which he noted an open door. PD agreed to write a full report of his visit which would be distributed to governors. • Item 11 – KL would meet with MS to deliver Prevent training. • Item 12a – RL and SB advised the governors that the draft business plan to accompany the SIP was in progress. 	PD KL, MS

	<ul style="list-style-type: none"> Item 15d – RW had been unwell since the last FGB meeting and had yet to undertake a PP and SEND visit. 	
<p>6</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"> SB had undertaken a learning walk at the start of the new school year with RL and PD and was very proud of the school in action. She said that RL and PD had an opportunity to see the school as it really was since no members of staff or pupils had been informed of the visit beforehand. She advised there had been consistency of approach in every classroom with all ‘non-negotiables’ expected in teaching, learning and behaviour. RL noted that the children had all been engaged in their learning. PD noted that he had seen one pupil who had been provided with yellow paper in exercise books, a yellow ‘white’ board and an overlay for his reading book. LB advised that the school also used dyslexia-friendly font for posters and notices in the classrooms. The Headteacher gave a summary of the new teaching staff and how they were settling down. She said they she was very pleased with their work and professional commitment shown to date. SB advised that the SLT had scrutinised the marking of pupils’ target cards. <p>Q – How is the Senior Leadership Team (SLT) working out regarding the demands on its time?</p> <p>A – SB and LB do struggle as LB is also SENDCO but it is ‘doable’ with the support received from the office, for example with SB-M undertaking the October Census and the support received from others in the office.</p> <p>Q – Is it impacting on your home-life balance as I have noted some emails coming from home rather than from school?</p> <p>A – No, it is not too bad. We may need to use a supply teacher on occasion so that we can have data prepared for RL to see. SB and LB do have little shared time on the timetable but we hope that the governing body is aware of this.</p> <p>Q – You will advise us if the stresses become too much?</p> <p>A – Yes, we will.</p> <ul style="list-style-type: none"> The Headteacher reported that she was undertaking a review of parents entering the school premises now that entry had been reduced to one gate. She and AB were monitoring the situation. She thanked RL for his encouragement to spend more time at the start and close of school being ‘more visible’ to parents. <p>Q – The single gate is being used for a trial period. How long will this be? Will parents be involved in any decision-making on this matter?</p> <p>A – One of the issues which concerns us is the unauthorised use of learning and play equipment prior to the start of school which could have safety issues unless properly supervised. I will give it a week or two in different weathers. </p>	

	<p>Q – It will be a good idea to sound out parents’ views on this matter</p> <p>PD offered to stand outside the school with SB to solicit some parents’ views on the matter. The Headteacher also noted that the EYFS leader would prefer the second gate to be closed so that the outside learning equipment could be prepared and the classes could start on time. The Headteacher stated that parents’ would be advised when the trial period was over and of the outcome.</p> <ul style="list-style-type: none"> • The Headteacher gave a positive overview of the new office staff and the Clerk complemented the office staff on their welcoming manner to visitors to the school. • KL was supporting the new Kids’ Club leader. 	
<p>7</p>	<p>Safeguarding</p> <p>KL advised the Committee of the following:</p> <ol style="list-style-type: none"> a. The new Safeguarding and Child Protection Policy was discussed and its content agreed. There were some questions as to the content but governors agreed the content as it stood. b. Copies of the Annual Monitoring Report 2015-16 were circulated to all governors present at the meeting. The Report covered such aspects as the Prevent Duty, staff induction, staff training, safer recruitment, record keeping and e-safety. c. KL confirmed that the Civil Society Challenge Fund (CSCF) Child Protection Self Audit Tool had been completed. This self-audit tool had been developed as a way of measuring where an organisation is in relation to meeting the standards on making children safe, and where it may need to improve. d. Safeguarding sessions had been undertaken with pupils in Years 5 and 6 which included such safeguarding aspects as the DBS service, signing in for staff, why staff are safeguarding trained, etc. She reported good responses from pupils. e. On the 14th September there had been an exercise to challenge staff of safeguarding when an unknown ‘visitor’ to the school, not wearing a visitors’ pass, had been unaccompanied on the school premises. She reported that there had been some good responses from staff but that there were areas for improvement. f. A quote for an emergency exit gate to Cromwell Drive amounting to approximately £1900 had been received and was being considered by governors. g. PD had visited the school and undertaken an audit of the Child Safeguarding administration policies and protocols. 	<p>Agreed</p>
<p>8</p>	<p>Questions from governors regarding the School Action Plans</p> <p>a) School Improvement Priorities 2016-17</p> <p>Q – With regard to Outcome 1 where each curriculum foundation subject is led by a specific member of staff, have the action plans been completed by the due date of 30th September?</p> <p>A – Yes, they have been completed. Some of the targets in the action plans are general whereas others are more specific.</p> <p>LB was requested to send a copy of the Action Plans to RL.</p>	<p>LB</p>

	<p>Q – In outcome 4, have the staff continuous professional development (CPD) questionnaires been completed?</p> <p>A – Yes. All staff have indicated what CPD would be of use to them in their various roles in the school. In addition, members of SLT are making decisions as to what CPD would benefit staff in relation to the Teachers' Standards.</p> <p>Q – Has the training for pupil peer assessment been done?</p> <p>A – This is underway but the pupils are already engaged in the process and it is being monitored.</p> <p>b) Kids Club Action Plan 2016-17</p> <p>SB indicated that Kids' Club was going well. There were no questions from governors.</p> <p>c) EYFS Action Plan 2016-17</p> <p>Q – Has baseline assessment been completed yet?</p> <p>A – Yes, this has now been completed.</p>	
9	<p>Committee Minutes/Updates</p> <p>a) Curriculum and Achievement (<i>Minutes previously circulated</i>)</p> <p>.RL gave a summary of the last C&A Committee meeting.</p> <p>There followed a discussion on pupil data and that the provisional data at the current time did not make it easy to see how achievement gaps (e.g., pupils premium, SEN, etc.,) are being closed.</p> <p>b) Finance, Premises and Personnel (<i>Minutes previously circulated</i>)</p> <p>The Clerk gave a summary of the last F,P&P Committee meeting.</p>	
10	<p>Members' Update</p> <p>The Chair advised the governing body that he had requested a meeting with the other Trust Members, to take place on the school premises rather than in a private residence and which should be properly minuted. This request was supported by all governors present at the FGB meeting.</p>	
11	<p>Governor matters</p> <p>a) Link Governor for Governor Training and for Health and Safety</p> <p>MS agreed to take on the role of Link Governor for Governor Training. The Clerk agreed to send him appropriate material for the role.</p> <p>b) School Website Update</p> <p>SB reported that the school web site was fully up and running and was proving very effective. She advised that she and LB undertake much of the updating of the web site.</p> <p>Q – Is it possible for information to be stored on the web site and parents notified by email rather than notices and hard copies of Parent Mail being sent out?</p> <p>A – It can be done but not all parents will read it or respond.</p> <p>c) Pupil Premium Update</p> <p>RL advised the governors that he had some PP data and would</p>	Clerk

	<p>give governors a full overview at a later date. He advised the governors that the EYFS and PP pupil data showed that, in some areas, these pupils had out-performed the rest of the cohort.</p> <p>d) Governor Skills Audit</p> <p>A copy of the Governor Skills Audit had been circulated to governors prior to the meeting by the school office. NON agreed to complete the return and send it to the school office for processing.</p> <p>e) Cromwell Academy Friends</p> <p>The Headteacher advised the meeting that she had met with the Vice Chair and the Secretary of the Cromwell Friends with regard to their running of the Hallowe'en Disco, Community Day and other events. She advised that available funds were in the region of £3500</p> <p>f) Governor Training/GEL Website/In House Training</p> <p>The Clerk reminded governors that the schedule of CCC and GEL courses had been published.</p>	NON
12	<p>Any other business previously notified to the Chair</p> <p>None</p>	
13	<p>Dates of the next meeting</p> <p>Thursday 1st December 2016 at 5.30pm, 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:

R. Larky

Date:

18/11/16