



**MINUTES**  
**FROM THE MEETING OF THE**  
**LOCAL GOVERNING BODY**  
**OF STANCHESTER ACADEMY**  
**HELD ON**  
**THURSDAY 23 September 2021 AT 5.30pm**  
**Via Teams**

Actions from Stanchester LGB Meeting on 23 September 2021

<b>Item Reference</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Due Raised</b>
<b>1.2</b>	EF and JB to advise whether there have been any changes to their Declaration of Interest forms.	<b>EF/JB</b>	23/09/21
<b>1.5</b>	EF and JB to confirm by email they have read and understood the KCSiE document.	<b>EF/JB</b>	23/09/21
<b>1.7</b>	FD to arrange for the Appendix to the RSE policy to be sent out to the LGB.	<b>FD</b>	23/09/21
<b>1.7</b>	JB to forward minutes from meeting discussing training requirements and Governance review to FD	<b>JB</b>	23/09/21
<b>1.7</b>	LGB to meet to discuss the self evaluation questions and feedback at the next meeting	<b>LGB</b>	23/09/21
<b>1.7</b>	EF to arrange, where appropriate, for the admin team at Stanchester and HR to include Governors in the interview arrangements.	<b>EF</b>	23/09/231
<b>3.1</b>	MR to forward photograph to EF, who will arrange for a lanyard to be issued.	<b>MR/EF</b>	23/09/21



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**Members**

✓	Mike Robbins	(MR)	Chair
✓	Jenna Burrow	(JB)	
-	Dale Newson	(DN)	
✓	Judy Watson	(JW)	
✓	Mark Wilkins	(MW)	Vice Chair
✓	Vanessa Gilder-Stevens	(VGS)	

**In  
Attendance**

✓	Fran Davis	(FD)	Clerk
✓	Jane Gillespie	(JG)	BTCT Trustee

**1. Procedural Matters**

- 1.1 Apologies for absence and acceptance/non-acceptance  
 As MR was on holiday MW (Vice Chair) took the meeting.  
 DN had IT issues accessing meeting and was unable to join.
- 1.2 Declarations of Interest  
**Action-** EF and JB to advise whether there have been any changes to their Declaration of Interest forms.
- 1.3 Election of Vice Chair  
 MW was proposed by JB and seconded EF
- 1.4 Appointment of Officers
  - 1.4.1. Safeguarding  
 JW was proposed by JB and seconded by EF

**EF/JB**

#### 1.4.2 SEND

VGS was proposed by JB and seconded by EF

#### 1.4.3 H&S

DN was proposed by JB and seconded by EF

#### 1.5 Keeping Children Safe in Education (Part 2)

**Action-** EF and JB to confirm by email they have read and understood the KCSiE document. **EF/JB**

#### 1.6 Minutes from previous meeting 10 June 2021

Minutes were agreed as accurate.

#### 1.7 Matters arising not covered elsewhere in the meeting.

- TG will arrange for Appendix 1 of the RSE policy to be forwarded out to Governors **Outstanding** FD to arrange for the Appendix to the RSE policy to be sent out to the LGB. **FD**
- FD to forward STN LGB Skill Audit onto the Chair - **Completed**
- LGB to discuss training requirements and feedback to FD before the end of the term **Outstanding** JB to forward minutes from meeting discussing training requirements and Governance review to FD **JB**
- LGB to meet before the end of the academic year to discuss the self evaluation questions and feedback at the next meeting **Outstanding** – as above
- EF to contact HR and request Governors are included in email circulation - **Ongoing** Governors advised they were not being included in email circulation for recruitment. There was a discussion on the timings of interviews and what level of appointments the Governors would be involved in. It was agreed Governors would be included in the Deputy Safeguarding Officer appointment and Curriculum Lead for Art. EF would arrange for the admin team at Stanchester and HR to include Governors in the interview arrangements. **EF**
- EF to arrange for Governors to receive the fortnightly flyers and weekly presentations - **Completed**
- FD to email checklist of website to MR - **Completed**
- EF to invite LGB to meet JY, Deputy Head, when he visits in July - **Completed**
- Chair to send a letter of thanks to the staff for all their hard work - **Completed**.
- FD to enquire what the key dates are for completion of the ADP and advise EF - **Completed**
- the LGB to meet to discuss the appeal and ascertain from the Trust some clarity over their role and responsibilities

and have to work together moving forwards. The Chair will feedback to PLE - **Completed**

- EF would put VGS in touch with JB, SEN Lead - **Completed**
- The Chair to send a note of thanks to TG on behalf of the LGB for all her work at Stanchester - **Completed**.

## 1.8 Governor Training Requirements

Covered in 1.7

## 1.9 Governor Self Evaluation

Covered in 1.7

## 2 Head Teacher Report

EF went through the report highlighting:

- Student numbers had increased from 739 to 791 since the last LGB meetings.

It was asked if there was a need to consider employing more teachers to cope with the increased demand. EF advised capacity has already been built in and we can go to 210 PAN for year 7.

There was a discussion on where the pupils were coming from, the reasons for the increase and the impact of County closing the catchment boundaries from 2017. Governors were concerned with all the new development in the Yeovil and surrounding areas this would impact on the school.

- Assessments used at the academy – GL, NGRT, CAT4 and PTE/PTM/PTS. Year 11 Mocks is being carried out on 27 Sept.

A Governor was reassured to hear what was being gained from the testing and asked if the LGB could have an update on what the plans and interventions are for supporting pupils and how effective will they be.

EF explained that although the tests may seem excessive they are woven into the lessons and last between 30-45 mins. EF also outlined some potential changes for SEND provision and reporting.

- Home learning – Research has found that with the regular commitment to home learning, students can make up to 8 months of additional progress. The home learning policy has been updated and the key points were summarised in the HT report.
- Update on Staffing vacancies was shared.

It was asked if there was a vacancy for an LSA for the TiS room

EF advised she was waiting to see what skill base would be received for the TA vacancy and then a decision would be made on who would be based there. Ideally looking to have two members of staff there to support the students.

It was asked if Governors would be involved in those interviews.

EF felt that Governors would be better suited for higher level teaching, learning and leadership roles. TA's interviews are much shorter in length and slotted into free gaps in calendars. We also have to consider the logistics of including more people in this process as well.

The SEN link Governor offered to attend the interview as felt it sat well with their responsibilities.

EF advised the interviews for this post would be the beginning of October and would ensure VGS was included on the interview panel.

Governors wished EF to know they are keen to support her and the school in any way they can.

- Curriculum Development was discussed, and EF asked if Governors would like to sit in on the pupil interventions initiatives presentations being given by staff. JG offered to attend.

EF was thanked for her detailed report.

A Governor noted the labelling Trauma Informed Space might not be well received.

EF advised we are part of the three year Trust wide initiative - Trauma Informed Schools which looks to support pupils who suffer with trauma or mental health problems. This was the name of the room on the school plans, it is really just a space off the central learning area. However, EF would give some thought to renaming the space, possibly by involving pupils in the remaining of it.

It was asked if all the building works carried out have met expectations.

EF confirmed overall they were really pleased however there were a couple of things not quite right – the blinds have yet to arrive and the stairwell on the East block needs attention as this gives a poor first impression.

- Open day is planned, and the Head Boy and Girl will be delivering most of the speeches. Three evening presentations will be available for parents to book into. EF shared the marketing plans for the open day.
- ADP was shared with Governors.

Governors were very impressed with the ADP. It was noted the priority numbering had changed from last year; Is it listed in a particular order or is everything of equal importance.

EF advised teaching and learning is the most important thing and should sit first on the document.

EF gave a brief overview of the Leadership team building weekend over the summer. The first day was getting to know each other and outlining how we will be a critical friend and hold each other to account. The second day was for planning.

Governors congratulated EF on a fantastic start and are fully supportive of the measures being brought in.

### 3 **Statutory Reports**

#### 3.1 Safeguarding

JW submitted a brief report to Governors

A Governor noted attendance was impressive compared to national data.  
EF advised the focus is on persistent absenteeism however external support services are struggling to meet the demands. VB, from the Trust, has been supporting us which has been a great help.  
It was asked if EF could ensure all Governors have lanyards with their ID on them when in school.  
EF advised it is only MR who does not have one as waiting on a photograph.  
**Action** MR to forward photograph to EF, who will arrange for a lanyard to be issued.

MR/EF

#### 3.2 Behaviour

JW thanked AR and GG for compiling the report and noted the following:

- It was good to see on the ADP the target is for no permanent exclusions (PTE) and a reduction in fixed term exclusions (FTE's).
- In terms of home learning students will have a warning and then action taken if work is not handed in the second time.
- Behaviour policy and management of behaviour is working well.

EF clarified a couple of points on PTE and FTE. Although the aim is for no permanent exclusions there are two pupils who might reach the threshold for PTE. EF shared the background details of those two pupils.

It was asked why the Apex centre would not be suitable  
EF advised the Apex centre is in Minehead and the distance is too great, there is also a risk to the driver taking the pupil.

It was asked how a pupil, who was at the PTE threshold in the last academic year, was getting on in school  
EF advised attendance is much better but has picked up some days in the behavioural unit. Generally he is manging.

A Governor noted an incident had been posted onto Facebook, alleging a pupil from Stanchester had stolen something.  
EF advised nothing had come through to the school but asked if there are other incidents to let the school know.

- 4      **Date of next meeting** – 25 November 2021 via teams