



MINUTES
FROM THE MEETING OF THE
LOCAL GOVERNING BODY
OF STANCHESTER ACADEMY
HELD ON
THURSDAY 31 MARCH 2022 AT 5.30pm
Via Teams

Actions from Stanchester LGB Meeting on 31 March 2022

Item Reference	Action	Person Responsible	Due Raised
1.3	EF to forward out the staffing structure for September to the LGB via email.	EF	25/11/2021
1.3	EF to consult with staff on the two week break in October 2022.	EF	25/11/2021
1.3	MR/FD to ascertain if CL, Trust Lead for Careers, has met with MW and what the outcomes were from the meeting.	MW	31/03/2022
4.1	EF to forward out the policy and leadership structure to Governors. Any feedback to be received by Friday 8 April.	EF	31/03/2022
4.3	EF to amend register closing time on Absence policy.	EF	31/03/2022
4.4	EF to amend behaviour policy to state energy drinks rather than fizzy drinks.	EF	31/03/2022
4.4	EF to share a document, at the next LGB meeting, outlining what circumstances the academy would contact the police.	EF	31/03/2022
5.3	FD to add a discussion on positive engagement with the community to improve perceptions of the academy on the next LGB agenda.	FD	31/03/2022



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Members

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

**In
Attendance**

✓	Fran Davis	(FD)	Clerk
✓	Jason Young	(JY)	
✓	Jonathan Belcher	(JB)	
✓	Jana Zacheva	(JZ)	External Auditor

1. Procedural Matters

1.1 Apologies for absence and acceptance/non-acceptance

No apologies received as all Governors were present.

It was noted MW had resigned from the LGB. A new Vice chair would need to be appointed. It was decided to discuss this matter at the end of the meeting as an AOB item.

As the meeting was being observed by The Governance Forum, as part of an external review of governance, JZ introduced herself and explained her role.

1.2 Declarations of Interest - None

1.3 Minutes from previous meeting 25 November 2022

Minutes were agreed as accurate.

Actions outstanding:

The Chair had some actions from the governance self evaluation meeting, held in August, and would circulate them to the LGB – **Completed** – MR outlined what had been discussed at the self evaluation meeting and the actions raised.

- To improve communication with parents through governor input. It had been decided to have a Governor representative at a school council meeting. This has not happened yet but will be picked by LW when he starts at the academy shortly.
- Monitoring of SEN provision however with VGS (SEND Governor) in post this should improve.
- Staff Leads giving a brief presentation to small groups of Governors on Maths and English. It was confirmed this is hand.

EF to forward out a staffing structure to the LGB – **Outstanding**

EF

EF to consult with staff on the two week break in October 2022 – **Outstanding** - there is a query about disaggregated days and we are waiting for clarity on this.

EF

MW to meet with CL, Trust lead and report back to LGB on outcomes

Action MR/FD to ascertain if CL has met with MW and what the outcomes were from the meeting.

MR/FD

JG to come in and meet with JY and curriculum leads in early March to review the data results – **Completed**

JG to meet with ZG in January to discuss reading plans and review results - **Completed**

1.4 Matters arising not covered elsewhere in the meeting

None

2 **CEO Reporting Requirements**

2.1 Head Teacher Report covering Overdata dashboard and commentary

EF gave highlights from the report:

Staffing changes

- 14 separate staff on the SLT in recent times.
- PC has resigned but LW from Brymore Academy will be joining academy as Deputy Head – Inclusion.
- Acknowledgement to JB for her input into humanities and for supporting the team.
- LW will hopefully be returning to us in September. However, KR will not be returning from maternity leave.

- HLTA post has been filled and an admin assistant has been added to the leadership team. New head of Art will start after Easter.

It was commented that TP, head of year 7, is going on maternity leave and AM will be picking this up whilst TP is away.

- Covid numbers have increased. Spike in staff absence and one year group had to return to remote learning

It was asked what the reaction to student remote learning has been from parents
EF felt there are more parents who are unhappy with the situation than have contacted us. Working parents have been hard hit with primary schools having to close as well. We have taken the decision that year 11 will not be closed and we are happy with the quality of remote teaching.

2.2 Predictive data

JY gave an update on the Dashboard:

- Headline figures for Maths and English are in line with last year's results. Likely that Maths predictions will be more accurate than English.
- Predictions lead to a positive progress score of +0.08.
- 9-4 and 9-5 matching of Eng/Maths .
- Progress score - predicted P8 score has moved from
- -0.39 to -0.17.
- Extra resources and planned interventions have been put into Ebacc subjects that are struggling. Actions were outlined.
- Subjects that have improved, declined or remained constant and the actions that will be put in place was discussed.

It was noted the 9-5 predicted for English has jumped from 52% to 62% since last year, what is this attributed to
JY advised the data is driven by the mock exams which means that cohort are doing better.

It was noted that similarly, the maths data was down by 7%
Teachers are very aware of this and the students they should be targeting. The pre-release information for maths is also a huge help and as a result a second round of mocks have been set based in this information. Therefore, the data we get from these exams will inform how we focus our attention on those gaps.

EF felt the English improvement is also a result of the work put into this subject last year.

Overall pupil attendance sits at 89.39% which is below the 90% threshold, is that a common theme throughout schools generally

EF outlined the reasons behind the figures and gave an update on the targeted interventions around attendance. ND is also joining us from BCA for two days a week to focus on this. EF highlighted the actions and observations on the attendance report to see what is being put in place.

2.3 Update on ADP

EF drew Governors' attention to the documents at the bottom of the ADP which outline the actions for attendance and behaviour and safeguarding.

It was noted it was a very comprehensive plan and Governors were keen to understand to what extent it is working and how success is being measured.

EF advised there is a cultural problem here with student lateness to lessons and their resilience and respectfulness. However, before we can support students, we need to ensure staff are fully trained in all areas. We have therefore drawn up a comprehensive training plan for the summer term for our pastoral staff to attend specific training programmes.

A Governor asked why there was a need to ask students to line up in silence before entering the classroom

EF advised this time gives the HOY the opportunity to remind students of upcoming events, timings and locations.

It was asked if this format is used for each lesson

No just at the beginning at the day.

That is a really helpful explanation.

It was asked if tutors were forgetting to pass these messages on

EF confirmed that there were inconsistencies in the delivery of our tutor programme.

It was asked for an update on the reduction in safeguarding referrals around self-harm and mental health concerns

EF confirmed that safeguarding is an absolute priority. LW has been appointed as Deputy head to help review our safeguarding procedures as it has been realised the quality of this has not been managed adequately by those colleagues at the time. Therefore, a backlog has built up however we have been working through this and now have 162 open cases. Everything open on the dashboard has been audited. A new DSL has been appointed but needs support of a senior colleague which is why LW has been appointed. We have also paid for some safeguarding support to assist over the Easter break. It has been highlighted that the focus of safeguarding has been misdirected at closing cases rather than unpicking open cases.

2.4 Update on Gatsby Benchmarks

JY gave an update as RM was unable to attend

- Summary of the 8 benchmarks was given

- The scores are high but have been moderated online by the careers and enterprise service. However even if they do come out at 100% we cannot always say we have done everything to meet that standard but we are in a strong position.
- 5/8 of the benchmarks are at 100%.

The Chair felt this presents a very strong picture and is supported by MW's feedback at recent LGB meetings.

3 **Statutory Reports**

3.1 Safeguarding

JW gave highlights from the report and advised there were a couple of points not contained in the report:

- Attended local authority safeguarding briefing in January.
- Safeguarding audit has been completed by SP.
- Action plan completed by LW was included in the papers for safeguarding.
- Positive move that daily behaviour meetings are now taking place for Looked After Children (LAC).
- Reassured to see DSL role is part of the SLT.

It was asked if all Governors can ensure they have completed their safeguarding training.

It was asked who was coming in to help with the safeguarding over Easter

EF advised they are receiving support from Brymore as they have some capacity due to their holiday period being longer. DD will assist with closing some cases. EF and JH are booked onto level 3 safeguarding course.

JW referred to some statements regarding what support the DSL should receive as stated in the Safeguarding policy
EF thanked JW for the report and responded to the remarks raised.

JW thanked EF for clarifying the situation.

The Chair felt the action plan submitted by LW was very thorough. EF added they had requested a behaviour and safeguarding audit from the Trust. ND and LW spent a week assessing the situation and from this the action plan was drawn up.

Review of sexual violence and sexual harassment guidance

EF gave an overview of the document and advised the actions in red are the new start times. Actions completed were also outlined.

The Chair felt the report was extremely detailed.

3.2 Behaviour and Attendance

Strategies being undertaken to improve attendance were included in the report.

- 3 permanent exclusions.
- An increase in fixed term suspensions (formerly known as exclusions) this year. Reasons for the increase was included in the report.
- There is an increase in reward behaviour points being logged.
- JB gave an overview of behaviour at the academy and explained how the measures are working for staff and students.

The Chair felt it was a small minority of students who were responsible for the majority of challenging behavioural incidents. JB agreed with this and felt the reward system would help with promoting positive behaviour. EF added that some of the students would be getting a place at the APEX South centre in September. Alongside this they were trying to get funding for some of them for level 1 and 2 courses at Yeovil college.

3.3 SEN

JB gave highlights from the report:

- Data remains broadly stable with regard to numbers on SEN register.
- Our numbers are above average for SEN and EHCP's and likely to increase as the year progresses and into Sept.
- Focus is on access arrangements for GSCE for year 11.
- A new system of Pupil Passports is being launched in the summer term.
- A template and guidance for staff is being finalised between the SENCo and Trust Director for Inclusion.
- Edukey continues to be developed and improved across the school's SEN and pastoral systems.

It was asked for Edukey to be explained JB advised this is a cloud based software that allows SEN interventions to be tracked across the school. It also acts as a document holder. It was asked if the administrators for KS3 and KS4 are already in place. JB advised the administrator for KS4 is already in place and the KS3 member starts in the summer term.

- Staff training – inclusion briefings are every two weeks in person. Training with LSA team is taking place every two weeks which has been created by CM, Head of Staff Development for the Trust.

- Trust have appointed a S&L therapist and six cases have been accepted.
- The Local Authority advisory teacher for Looked After Children (LAC) has held meetings with the SENCo every two weeks to provide additional support.
- The Virtual School have agreed to fund a virtual educational package for three pupils who have joined us from Afghanistan.

It was asked if there have been any changes within the last month to the number of exclusions for LAC
JB advised there was no change, but one LAC pupil has been suspended due to a serious incident. JB outlined the actions that have been put in place to support this pupil.

It was asked when LW starts if he will be the designated lead for LAC
EF advised JB will be retaining this role.

It was asked if there is any provision to support JB in this role as he has a huge workload
EF advised JB has been offered to have the role separated however GG will oversee Apex and LAC when she returns.

VGS submitted a report to Trust Governor on SEN and the staffing situation.

It was asked what numbers could be likely and if numbers of pupils with EHCP's continue to rise how will this be managed. JB felt it was likely we would have around 25 pupils with EHCP's by next year and the following year up to 35. It was suggested that the Trust needs to be aware of the pressure this will bring and ask for additional resourcing to support these high numbers.
EF advised we have started to build capacity in the team.

3.5 H&S Report

Governors found the report a little difficult to understand as parts were missing.

It was asked why the Equality and diversity online training course sits under H&S and how can it be completed in 45 minutes.
EF advised these are all mandatory online courses that have to be undertaken by all staff and sits under HR as shown on the document.
It was also asked how long the evacuation drills has taken as there was no information on this in the report.
EF explained a drill had been undertaken and everyone was out and lined up in time however there was some confusion over which staff member was recording the time. To save unnecessary drills each HOY will be practising with their tutor

groups evacuating and mustering outside.
EF also outlined some concerns that had been raised following the report and what was being done to rectify them.

4 Approval of policies

4.1 Acceptable behaviour towards staff by parents and carers Policy

EF gave an overview of the rationale behind creating the policy.

Action - EF to forward out the policy and leadership structure to Governors. Any feedback to be received by Friday 8 April.

EF

It was asked if there was anything regarding the police being contacted if parent/carer did any of those things
No however EF outlined what was contained in the policy.

4.2 Positive Handling and use of Physical Intervention Policy (once Team Teach Trained)

JW proposed acceptance and MR seconded it. All Governors were in agreement.

4.3 Tweaks made to policies and establishing an agreement in principle

Absence Policy

There were a couple of queries raised on the policy which EF responded on.

Action - EF to amend register closing time on Absence policy.

EF

DN proposed acceptance and JB seconded it. All Governors were in agreement.

4.4 Behaviour Policy

Action – EF to amend behaviour policy to state energy drinks rather than fizzy drinks.

EF

Action – EF to share a document, at the next LGB meeting, outlining what circumstances police will be called.

EF

JW proposed acceptance and MR seconded it. All Governors were in agreement.

4.5 Safeguarding and Child Protection Policy

Governors approved the policy

It was asked if policies that only need very small minor changes could be approved by EF and MR at their fortnightly meetings rather than wait for LGB meetings. It was felt more appropriate for the Link Governor, EF and MR to give approval. JZ gave

some suggestions that could be used to approve non statutory policies.

5 **Governor Report Update**

5.1 Link Governor Report - Focus on Reading and Literacy

It was asked for clarification on the drop and read programme EF outlined the background on this scheme and the process for this.

5.2 Link Governor Report - to consider progress made in teaching and learning during the academic year

It was asked if catch up funding was discussed at the meeting EF outlined how this funding was being spent.

AOB

There was a discussion on positive engagement with the community to improve perceptions of the academy.

Action – FD to add a discussion on positive engagement with the community to improve perceptions of the academy on the next LGB agenda.

FD

6 **Date of next meeting** – 26 May 2022