



## Shavington Academy

### Minutes of a Meeting of the Full Governing Body

Monday 7<sup>th</sup> December 18:00 – 19:15



**Present:** Jayne Chapman (Chair), Christopher Cador (Vice Chair), Emma Morris (HT), Paul Barker, John Clark, Alexander Cooke and Stefan Pyra

**Absent:** Steven Coles

**Present:** Andrew Roberts (PP Lead) and Lauren Berry (Clerk)

#### Part I

##### 1. Apologies

Apologies had been received from Stefan Pyra who would be late to the meeting. Governors undertook a round robin to introduce themselves to new governors.

**Resolved:** Governors accepted Stefan Pyra and Steven Cole's apologies.

##### 2. Declaration of Interests

**Resolved:** Governors declared no interests.

##### 3. Membership & Skills Matrix

The Clerk advised that the Chair and Vice Chair had both been re-elected to their posts. Alexander Cooke joins the governing body as Staff Governor. Stefan Pyra has joined the SEF committee, moving from P, C & CPDL. There is a vacancy for Parent Governor, which is currently out to advert.

Link governance roles were discussed with current vacancies for the roles of School Council LG, English LG and Maths LG. English and Maths vacancies to take priority. The Head advised that in-line with the current RA, meetings would take place via Microsoft Teams. Timings of CT meetings are now more flexible to reduce footfall throughout an extended working day; CT links may have to be a phone call with the CL or alternatively, a virtual meeting.

Existing link governors are happy to continue with their roles. The Clerk to send out link governor role descriptions to all governors to aid governors in making their decision regarding which role they will adopt. Link Governance to be resumed in the Spring Term.

The Skills Matrix had been completed and the results distributed to governors. Clear areas for development were identified, which may be aided with the appointment of a Parent Governor. The Clerk, Chair and HT to meet to discuss possible training to develop the board's expertise.

**Resolved:** The Clerk to send out link governor role descriptions to all governors. The Clerk, Chair and HT to meet to discuss possible training to develop the board's expertise.

#### **4. Pupil Premium Report**

Governors had received and read two reports from the PP Lead, Andrew Roberts, detailing both the short-term and long-term strategies to improve outcomes for socio-economically disadvantaged pupils.

Short term strategies include:

- Implementation of a recovery curriculum
- Frequent high challenge/ low threat testing
- Deliberately reduced workload
- Access to e-learning resources and providing laptops
- Targeted academic support

The 3-year plan has been adapted from last year using the DFE recommended format. Each tier approximately costed in line with the CHA. In agreement with other local secondaries, summer data is not being used – this is reflected in the PP report. Year 11 PP cohort were doing well compared to their non-PP cohort, prior to lockdown.

Both reports are compatible whilst utilising different strategies, with many methods aligning. Overall aim is to mitigate the negative effects of the lockdown on socio-economically disadvantaged pupils and to recognise and address the challenges faced by our disadvantaged cohort.

**Resolved:** Governors thanked the PP lead for the report and noted the clarity of the documents received.

- Andrew Roberts left the meeting -

#### **5. To review the Part I Minutes, Actions & Impact Statement of the meeting held on Tuesday 7<sup>th</sup> July 2020 & consider Matters Arising**

Governors had received and read the PI minutes, actions and impact statement of the meeting held on Tuesday 7<sup>th</sup> July and declared there were no matters arising.

**Resolved:** Governors declared the PI minutes of the meeting held on Tuesday 7<sup>th</sup> July 2020 a true and accurate record.

#### **6. Governance Policy – Tabled**

#### **7. Governor Training**

The Clerk advised that Steven Coles had completed his Appeals training and that Paul Barker had completed his Induction training.

Following governor questions, the Chair advised that training was largely completed via The Key which the academy had bought into in September 2020. Training areas can be focussed on those areas for development identified with the completion of the Skills Matrix. Outside training can be sourced at a price, with the Chair reminding governors to be mindful of the budget when sourcing such training, due to the governing body's ethos that funds should be prioritised to support pupils at the academy.

Moving forward, Appeals training will be taking precedence due to expected high admission numbers in the locality.

**Resolved:** Steven Coles had completed his Appeals training and Paul Barker had completed his Induction training. Appeals training to take precedence moving forward.

## **8. To Review previous Part I Committee Minutes from the Autumn term 2020**

### **- PI SEF Minutes from 12/10/2020**

#### **Technology**

The Vice-Chair informed the board that the department had adapted well to the changes necessary post-lockdown. Workshop 'bubbles' being looked into for those Year 11 pupils who had not yet undertaken a practical.

#### **IT**

Revision guides had been provided at no cost to pupils. Conducting frequent low-stakes testing. Emphasis on confidence building.

#### **English**

Exams have been changed post-lockdown. Extended writing was found to be an issue on the pupil's return. Lack of SAT grades for Year 7 - the department has built to range of checkpoints to counter this.

#### **Maths**

The Vice Chair questioned if the department had now issued practice exam papers as discussed in the committee. The HT confirmed that this had taken place, with low threat half papers having been completed.

#### **Science**

No changes regarding exams. Alternatives to traditional practicals are proving popular.

The Vice-Chair advised that each department was responding very well to change and that extended teaching hours had been well received across all departments.

## - PI P, C & CPDL Minutes from 12/10/2020

The Chair outlined the following discussions:

- Appointment of Steven Coles as Chair from the next committee
- Pastoral Update from REC
- Year 11 Mental Health
- Policy Approvals
- CPDL Update
- Staffing Update

Governors challenged how the academy would be conducting its mock exams. The HT advised these would take place in classrooms under exam conditions. Unable to take place in the hall as this is now a social zone. Work to be undertaken to prepare for the summer exams. Governors challenged if this was the same situation faced by other local schools; the HT advised that some were able to use halls and sports centres if space allowed but that this number was not many.

A governor challenged if the mocks are sufficiently resilient. The HT advised that there would be changes to the process and that the academy will be running on worse-case scenario mocks. Focussing on a robust process with the least amendment.

- Stefan Pyra joined the meeting at 18:44 –

Governors questioned if behaviour had improved for Years 7 and 8. The HT advised that their achievement in lesson time had seen improvement although their conduct during social time is still a challenge. This has been addressed via the amending of duties from January. Current Year 8's did not complete their first year at the academy and this is an issue found in every year. The HT advised that improvements are being made and that the staff body are not overly worried at this stage.

**Resolved:** Governors received PI committee minutes from the Autumn term 2020.

## 9. Headteachers Report (Part I)

Governors had received and read the Headteacher's Report (Part I).

The academy is growing and is now close to full. There have been 237 first choices for September 2021 which will have an impact on appeals. There has also been a rise in the number of SEND pupils, with 3 EHCP requests for September. This is a growing area and this is unlikely to change.

Now moving on from lockdown recovery, with departments confident things are working well. Dual coding has been introduced to support independent learning and better recall.

Pupil behaviour is generally good in spite of smaller issues. Systems are working effectively.

SPARK (previously PHSE) is a large focus and interviews for the CL are soon to take place. The new AHT will also oversee this area.

Day-to-day leadership of the academy is largely concerning COVID. There have been 3 cases in the academy so far (two staff and one pupil) which has had minimal impact on the larger population.

**Resolved:** Governors thanked the HT for the report.

#### **10. Director of Children's Services Report**

Governors had received and read the Director of Children's Services Report. It was noted that much of the information provided in September is now outdated. The Chair advised governors to familiarise themselves with the Ofsted requirements outlined in the report.

**Resolved:** Governors received the Director of Children's Services Report.

#### **11. Staff Wellbeing**

Governors had received a report concerning staff wellbeing from the newly-appointed academy Wellbeing Champions. Governors noted that all actions from the outlined meeting had been actioned quickly.

Governors questioned if academy staff would be having a Christmas social this year; the HT advised that this would not be happening. Discussion had taken place surrounding hosting an event on Microsoft Teams but staff were not comfortable with this idea. Other systems are in place – such as Christmas Lunch, Cake Break, Advent Calendars, Pay Day Treats – which are all very popular.

Governors discussed the possible implantation of a FREDs system. The HT advised governors that experience has shown this can be a negative system; staff could feel resentful if not recognised. May contribute to an undesirable competitive environment amongst colleagues. Governors, including Staff Governors, were in agreement.

Governors asked if an INSET day surrounding wellbeing had taken place; the HT advised it had and that staff had been given the day off work to focus on their wellbeing.

**Resolved:** Governors received a report on staff wellbeing.

#### **12. Admissions Policy 2022-23**

Governors had received and read the Admissions Policy for academic year 2022-23. The Clerk advised there had been no changes made to the policy.

**Resolved:** Governors ratified the Admissions Policy 2022-23.

#### **13. Policies**

**Resolved:** There were no policies due for renewal.

**14. Governor Attendance at Academy Events – Tabled**

**15. Link & CT Governor Reports – Future Meetings**

Discussed under Item 3.

**Resolved:** The Clerk to send out link governor role descriptions to all governors.

**16. Chair's Actions**

Blended Learning Policy  
Remote Learning Policy  
BTEC Registration & Certification Policy  
BTEC Assessment Policy  
BTEC Internal Verification Policy

The Chair informed Governors that the above policies had been approved as a matter of urgency to both Covid and BTEC requirements. The Clerk advised that membership of The Key had also been approved.

**Resolved:** Governors were informed of Chair's Actions.

**17. A.O.B**

No other business was discussed.

**Approved by:**

**Head Teacher:**



**Chair of Governors:**



**Date: 22<sup>nd</sup> March 2021**