



**SHAVINGTON ACADEMY
NOTICE OF A MEETING
OF THE FULL GOVERNING BODY**

DATE: Thursday 6th December 2018

PRESENT: Jayne Chapman (Chair), Christophe Cador (Vice-Chair), Carol White (HT), Emma Clark, Victoria Hammond, Stefan Pyra & Jonathan Fisher

IN ATTENDANCE: Emma Morris (DHT) & Lauren Berry (Clerk)

**A G E N D A
PART ONE**

1. APOLOGIES

Apologies were received from John Clark, who was hosting the Christmas Community Concerts, and Pam Simpson, who was attending an FGB at her school.

RESOLVED: Governors accepted both apologies. The Clerk to look into number of apologies given by Governors.

2. DECLARATION OF INTERESTS

No interests were declared by Governors.

3. MEMBERSHIP

The Clerk informed the board that following Trustee decisions, as well as staff and parent elections, Stefan Pyra, Christophe Cador, Jayne Chapman and John Clark would serve another term as co-opted, parent and staff governors respectively. The HT and Chair have been approached by a parent to serve as governor; Trustees to be consulted. HT to approach possible candidate also. Skills Matrix to be looked at and gaps identified so as to recruit the right candidate. The Chair discussed her upcoming end of office; Chair of Trustees confirmed that this would be discussed at a later date.

RESOLVED: Governors informed of new Terms of Office; Emma Clark's term of office to be added to spreadsheet. HT to approach potential parent governor. Clerk to identify gaps in Skills Matrix.

4. TO REVIEW THE MINUTES OF THE MEETING HELD ON MONDAY 23RD JULY 2018 AND CONSIDER MATTERS ARISING

Governors had received the minutes, impact statement and actions update from the meeting held on Monday 23rd July 2018. All raised actions had been completed.

The HT advised that under Item 12, she had written to parents to advise them there would be a charge for each missed exam.

RESOLVED: Governors received the minutes, impact statement and action update from the meeting held on Monday 23rd July 2018 and declared them a true and accurate record.

5. TERMS OF REFERENCE – TABLED FOR SPRING TERM

RESOLVED: FGB Terms of Reference to be presented in the spring term, following Trustee approval.

6. GOVERNOR TRAINING

Governors had received a report collated by the AHT, as well as a log of CPD documents read by the governing board. The Chair advised that she had attended the Annual Governors Conference. The HT requested that recently undertaken Admissions and KLOD training be added to the list.

RESOLVED: Governors received a report on training completed by the board. The Clerk to add Admissions and KLOD training to the log.

7. TO APPROVE PREVIOUS COMMITTEE MINUTES FROM THE AUTUMN TERM 2018

Governors had received minutes from the autumn term P&C, SEF and Staffing committees.

P&C minutes detailed:

- Literacy and numeracy provision within the academy
- Exam dispensation
- Lack of mental health provision in the local area
- Lockdown procedure delay due to new doors being fitted with appropriate locks
- Scanner pens
- Mixed ability grouping

Governors challenged if required locks were being fitted in the academy; they were advised they were and approximately half of the doors had been completed. The HT advised there were a lot of doors to complete and that locks couldn't be fitted in the school day.

The HT advised that the trial of scanner pens was being begun and had worked effectively during catch-up reading. Governors questioned the cost and were advised each pen was £200. The DHT also advised that the pens were an alternative to having a reader. Governors discussed how the pens could read entire excerpts and lacked intonation. Governors were unanimous in their support of the trial.

The SEF minutes detailed:

- Science department results (See Part II)
- Interventions within the Technology department (See Part II)
- Computing – introduction of a new curriculum.

Governors questioned if the new curriculum proposal would impact the recent work within the Computing department. The DHT advised it would not as the proposal discussed ICT rather than Computing.

Whole school picture doing well in regards to PP, as well as national average. No gap in English, with PP outperforming non-PP.

The Staffing minutes detailed:

- Appointment of a new Chair.
- NQT & AST programme
- Mentoring of middle leaders
- CPD for teaching staff.
- 'Teacherhead' article
- Safeguarding training

The Chair of Staffing advised that the NQT & AST programmes were impressive and that the mentoring of middle leaders was doing well, with the enhancement model being very positive.

RESOLVED: Governors received previous committee minutes from the autumn term 2018 and declared them a true and accurate record. LIB to present at the spring SEF committee.

8. CURRICULUM DECISIONS

Governors had received a curriculum proposal for 2019. The DHT detailed how language provision had been reviewed in light of lower grouped pupils not taking languages. Lower/mid pupils have struggled to have an hour of French and German. Under new proposal no two languages will be studied at the same time and will choose a language at the end of Year 8.

Lower pupils to be offered French or Citizenship, but can also do both languages if they wish. 2 hours of French or German in Year 9. Pupils will choose a language at the end of Year 9 block which will delay a language decision for pupils until they are properly informed.

The DHT advised that languages was the academy's most challenging subject and that pupils should be allowed to feel successful in it. Some lower pupils also want to do German and should have the opportunity to do so.

Governors were informed that Citizenship had an 'amazing' teacher, with results in 2018 being second in the country according to the percentile rank in FFT. The subject to be put in an option block and is good for public sector work.

The proposal also put forward the removal of ICT (not Computer Science) from the curriculum. OCR national is very dry and is not an effective qualification. CL's opinion is that the course doesn't relate to the world of technology and that the qualification is not relevant. The course doesn't go into Year 11 so has to be completed within one year which is not good for engagement, with Computer Science pupils resenting having to study ICT. Pupils are disengaged.

The DHT advised that Philosophy & Ethics is a very good course with a very strong practitioner. Currently delivered as core. Proposal would reduce the number of qualifications from 10 to 9, but these would be a strong 9. The HT advised that whilst children can dis-apply from RE, none do. Currently wasting curriculum time on a stressful qualification, in continuing ICT.

Governors challenged if the current practitioner would need additional support. The DHT advised that two colleagues already teach the subject and that delivery can be managed in a humanities capacity. The HT stated that the subject's schemes of work are superb, that the teacher has their own website and recently obtained RE Gold for the academy.

All governors were in favour of the curriculum proposal for 2019.

RESOLVED: Governors had received a curriculum proposal for 2019 and all voted in favour of implementing it.

9. HEADTEACHER'S REPORT (PART I)

Governors had received a report from the HT which outlined:

- PP Gap
- Work being undertaken by Ofsted
- Developments in the Curriculum
- Intake

The HT advised that the academy had received 190 1st choices for 2019/2020. She stated that admitting this number was not advisable as it would create a discrepancy amongst year groups and was not sustainable. Governors challenged how many pupils the academy was looking to admit; the HT advised they could admit at 176, which would be over PAN. Governors were informed the academy had also received 100 second choice applications.

Governors stated that the academy was in a good position and questioned what would happen if the same number of applications was received next year. The HT advised that the academy does not have the space to accommodate a higher number of pupils. Will be converting one classroom into two, with the possibility of also converting the dance studio if required. After this, the academy does not have capacity to admit at PAN in 20-21.

The HT stressed the importance of teachers having their own classroom to ensure quality and prevent loss of standards. Currently only SLT share teaching spaces.

RESOLVED: Governors received and accepted Part 1 of the HT's report. All governors voted in favour of admitting 176 pupils for academic year 2019/2020.

10. DIRECTOR OF CHILDREN'S SERVICES REPORT

Governors confirmed they had received and read the Director's report. The board discussed the release of Cheshire East's new safeguarding training, as well as the upcoming inspection of the local authority.

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

11. PUPIL PREMIUM REPORT

Governors had received the Pupil Premium Review 2017/2018 and the Pupil Premium Strategy 2018/2019. The DHT explained that the number of pupils is wrong in the 2018/2019 strategy and should read 700. Governors questioned if the number of PP eligible pupils was the same; the DHT explained it was but that this number is very fluid and changes quickly.

The HT stated that the 2018/2019 strategy had been approved at Trust level and was to be monitored by either SEF or FGB. A governor stated that PP is typically discussed at P&C; all governors agreed that the PP update should be presented at the spring P&C committee.

RESOLVED: Governors received and accepted the PP report. An update to be provided at the spring term P&C committee.

12. ADMISSIONS POLICY 2020-2021

Governors received the Admissions Policy for academic year 2020-2021. The Clerk advised there had been no alterations to the policy and that the academy's Admissions Officer had checked the policy against the LA model.

RESOLVED: Governors received and approved the Admissions Policy 2020-2021.

13. GOVERNOR ATTENDANCE AT ACADEMY EVENTS

The Clerk had provided the board with a list of dates and email addresses by which to organise their attendance at CT meetings and Learning Walks. A governor questioned if they were still the academy's School Council link governor; the Clerk advised that if he was happy to carry on in this role it would be continued. The governor confirmed he was happy to do so.

The Chair advised the Clerk that Technology CT meetings would now take place in the morning. The link governor to attend if possible with the CL to send him the minutes if he is not able to attend.

Governors questioned if there had been any uptake on the Career Governor role. The Clerk confirmed there had not due to a lack of interest. The Clerk to check if a Career Governor is needed to achieve Gatsby mark.

14. LINK GOVERNOR REPORTS

Governors had received a Safeguarding report and the previously discussed Pupil Premium report. The link governor for Health & Safety advised there were no issues currently and therefore there was no report.

The Safeguarding report detailed:

- New Sex & Relationship guidance
- Good use of CPOMS
- Assembly on 'Sexting'
- Fewer reported incidents concerning mobile phones
- Focus on attendance

RESOLVED: Governors received and accepted the Pupil Premium and Safeguarding reports.

15. REPORTS FROM GOVERNOR REPRESENTATION AT ACADEMY CT MEETINGS/ LEARNING WALKS

Governors had received Science, English, RAP and SEND reports.

The English report and learning walk detailed:

- Use of carousel groupings in practice.
- The development from KS2 to KS4.
- A conducive learning environment.
- 'Very good' levels of learning.
- Higher attainment of some PP pupils.
- Knowledgeable, energised staff.
- Variety of teaching styles with clear engagement in all lessons.

The English link governor noted that the academy does not make use of a Maths/English book for Year 6/Year 7 transition. The HT advised that this strategy was costly and that the academy couldn't be certain what leads to the work on the page. The link governor informed the HT that primary schools deliver lessons that are planned by the high school and it is all the pupil's own writing, which is also used as moderation writing for the primary school. The governor stated that it had worked well for primaries, with high schools agreeing that it provided a clearer picture.

Governors questioned who pays for the books; the HT advised that the high school does. The board then challenged if the cost could be met by the primary school. The DHT advised that the academy would have to look at all its feeder schools and that it was not a simple process. The academy would need another high school on board.

The SEND report detailed:

- The ability of the academy to adapt
- Prevalence of autism is rising
- Need for time-out spaces

- Mental health issues
- Quality of time spent with SEND pupils

The RAP report detailed:

- The academy's recognition of each child as both important and an individual
- Importance of parental engagement
- Large amount of extra support provided by the academy

The Science report detailed:

- Consistency within all classrooms
- Criteria and targets set for each lesson
- Engagement of PP pupils
- Use of questioning as a key strategy
- Focus on growth mindset

The Chair advised that the Science learning walk had taken place last week. She shared with the board the use of a consistent framework within all classrooms as well as the strength of the subject enhancement classes. The Chair advised she would send her report in once completed.

RESOLVED: Governors received and accepted the Science, English, RAP & SEND reports. Chair to send report for her recent learning walk.

16. CHAIR'S ACTIONS

The Chair advised that there had been no chair's actions.

17. IMPACT STATEMENT

The Clerk asked the board which subjects they would like included in the Impact Statement. Governors advised the following items were to be included:

- Curriculum Proposal
- Literacy & Numeracy provision
- Reducing workload
- SEND
- Attendance Strategies
- Technology department
- Careers – Gatsby benchmark
- PAN

RESOLVED: Governors informed the Clerk which items were to be included in the Impact Statement.

18. A.O.B

Following a request by the Clerk to the Trustees, the Critical Incident Emergency List was shared with the governing body. Governors were asked to share contact numbers based on who they were required to contact in the case of an emergency. The HT stated that it was the academy's preference that staff emailed each other in such an event.

A governor questioned if the academy has a separate alarm in the event of a lockdown. They were advised that a lockdown incident was indicated by the number of rings of the alarm, rather than the sound of it.

Signed:
(Jayne Chapman – Chair of Governors)

Date:
Spring Term FGB