



The Neale-Wade Academy
Full Governing Board
Minutes
Wednesday 18 July 2018 at 5.45pm
Hapi Meeting Room

Present:	N Jones (Vice Chair), A Welling (Head of School), J Wing (Executive Principal), C Howlett, A Chandler, R Watts, K Butcher, A Carlin, J Nickalls
In attendance:	D Barnes (Clerk) H Hitch (Director of Student Welfare)
Apologies:	A Pugh, K Nightingale, D Williams, M Brown

Agenda Item	Notes	Actions & Agreements
All relating documents were circulated before the meeting unless stated		
1.	<p>Welcome & Apologies for Absence</p> <p>Apologies were received K Nightingale, D Williams, A Pugh and M Brown</p>	
2.	<p>Declaration of Pecuniary & Non-Pecuniary Interest</p> <p>No new declarations were indicated.</p>	
3.	<p>Minutes of the Last Meeting</p> <p>The minutes will be amended to reflect governors' feedback and circulated once amendments had been made.</p> <p>NJ asked if the health and safety walk had been completed as per the last meeting minutes. KB clarified that he and AP had undertaken the walk a week after the last LGB meeting, with A Long. KB believes AP has written a report.</p> <p>KB asked about the point on page 3 about the possibility of the Trust coming to the meeting. JW stated that unfortunately the Trust would not be attending this meeting. NJ and AC had attended the recent ALT hub meeting and updated that there were plans for a member of ALT to attend the October meeting.</p>	<p>DB to send adjustments to AP, JW and AW</p> <p>AP to send report for consideration at October meeting</p>
4.	<p>Safeguarding</p> <p>H Hitch presented the annual safeguarding report for 2017/18. Key points included:</p> <div style="background-color: black; width: 500px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 350px; height: 20px; margin-bottom: 5px;"></div> <ul style="list-style-type: none"> • The Annual Monitoring Report will be sent to the LSCB in September • All staff have received refresher safeguarding training and new staff will undergo training in September • The document 'Keeping Children Safe in Education' has been updated to include a new section on 'child on child sexual violence and sexual harassment' • Safeguarding issues arising through children being online is an increasing issue for schools to address <ul style="list-style-type: none"> • a rising issue • In September NWA is introducing MyConcern which will be used to log safeguarding concerns and will replace the current paper process • HH has attended the ALT Mental Health and Emotional Wellbeing training • HH secured funding for a councillor to work with a group of year 7 students who may suffer with anxiety. It has proven to be very successful and funding has been allocated for it to run again in September 	

1 signed:

	<ul style="list-style-type: none"> In September the Early Help Team will also run a support team to help students with anxiety, building resilience and exam stress. <p>GOVS: How will existing paper-based safeguarding concerns be stored with the introduction of the new online system?</p> <p>HH explained that there is no definite answer for this as of yet. She believes paper copies of files created will be kept and new ones will be added to the online system.</p> <p>GOVS: What feedback did you get from the year 7 anxiety clinics? What was the group size for this?</p> <p>HH explained that the feedback was very positive and that students felt they benefited from it. The councillor held these sessions with 8 students. HH was hoping to keep this running next year and possibly have more students involved.</p> <p>HH talked about the rise in mental health concerns and the limited resources that are offered to address this by external agencies. Parents and children look to the school for support, but NWA staff are not trained mental health professionals. There was discussion about the number of children needing support and the lack of external resources available to help support students who are struggling with mental health and need support outside of the school environment.</p> <p>As a result of the discussion it was agreed that JW would raise this with the local mental health trust and the local MP to raise concerns and to see how these might be addressed.</p>	<p>JW to follow-up</p>
<p>5.</p>	<p>Head Teacher's Report</p> <p><i>Good News Stories:</i></p> <p><i>Year 6 Transition Days – there was an amazing turn out from the year 6 pupils. All children were very engaged and well behaved and seemed to enjoy all of the events and classes they took part in. Mention was given to the transition days that are ran throughout the school year on Thursdays with T Winslow and how it benefits the students and really gave them a feel for what the school would be like next year when they arrive. AW praised H Copeland for another successful transition programme.</i></p> <p><i>Maths Masterclass – B Hitch ran the class on Monday evenings for students in years 5 and 6 throughout the school year. Students thoroughly enjoyed the class and were upset when they realised it was coming to an end. There had been a great turn out of students over the year and AW expressed his thanks to B Hitch for her work with these students.</i></p> <p><i>Sports Day - for years 7, 8, & 9. The day was run differently to previous years with students able to take part in events that interested them, from a triathlon, to normal track events to dancing. Students were all very engaged in the event and gave very positive feedback saying they'd like to see it run again next year. It was also good for staff as they got to engage with other members of staff outside of their departments.</i></p> <p><u>Exclusions:</u></p> <p>AW said there had been some positive shifts in the behaviour of some year 7s who had previously been causing concern. They had grown into the school and were not causing as much disruption.</p> <p>JW referred to the school's zero tolerance policy with regards to bringing prohibited items and substances into school. This has increased the number of exclusions, however it is a policy the school prides itself on and it believes it is a good deterrent and works to keep these issues in low numbers.</p> <p>Governors supported this policy and agreed with the zero tolerance approach the school has in relation to prohibited items and substances.</p>	

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	<p><u>Child Protection and LAC</u></p> <p>AW noted information from HH's report had the latest Child Protection figures.</p> <p>[REDACTED]</p> <p><u>Attendance</u></p> <p>AW stated that we have jumped up to between 94.8-94.9% from the last meeting's low of 94%.</p>	
6.	<p><u>Link Governors' Reports</u></p> <p><u>Behaviour Report</u></p> <ul style="list-style-type: none"> • Exclusions were higher this year by 19 days - due to the zero tolerance stance on prohibited items and substances • On average 1% of students need to be relocated from lessons each day, the intention is to cut this number next year • In September there will be a new Behaviour Unit which will consist of around 5 members of staff and have capacity for 20 students • The C2 process has been revised to empower staff to have more of an impact on behaviour before SLT involvement <p>GOVS: When will the new C2R system start and will parents and children be aware of the changes?</p> <p>AW said the new system will start in September. Parents will receive a letter and it will be discussed with children in assemblies in September. It was noted that behaviour expectations will stay the same, and it is the escalation process that is changing.</p>	
7.	<p><u>Standards Group Meeting</u></p> <p>17.04.18</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> • NWA had offered a triple sports programme to encourage more students to stay rather than leaving to attend courses in Peterborough. It didn't have the uptake expected and so the school will still offer sport but not the triple sport programme. <p>JW mentioned that 13 students sat the A level Law exam and 9 received distinction star and 2 received distinction. Also 7 sat an IT exam and all received a distinction.</p> <p>08.05.18</p> <ul style="list-style-type: none"> • Focus on Year 7, 8, 9 and 10 <p>[REDACTED]</p> <p>CH discussed undertaking meetings with parents and children to put in place appropriate support for these children. It had proven helpful to engage and interact with the family to try to understand the needs of individual children and work out a plan so that they can get the most out of their education.</p> <p>NJ stated that the latest meeting minutes will be brought to the next Governor's meeting in the new academic year.</p>	

3 signed:

<p>8.</p>	<p>ALT Business</p> <p>JW handed out a report that was completed by the Waveney Valley Academies Trust and ALT's Director of School Improvement and Development. JW requested that governors read the report and bring any questions to the next meeting.</p> <p>JW also shared an action plan which set out how the Academy would address the issues raise in the report. These included:</p> <ul style="list-style-type: none"> • Uniform in the summer - JW stated that they will communicate earlier next year about children not needing to wear their blazer and tie in the warm weather. • Ban on mobile phones - JW said there would be tighter rules about where mobiles can be used in September, mobiles would be permitted in the dining hall or outside school buildings • Classroom protocol including the use of headphones - JW stated that there will be more leaders checking on classroom protocol during lessons • Reinforcing uniform expectations - JW said if children are not in the correct uniform, they will be taught in a separate area to address uniform issues • Improve lessons where teacher cover is required - staff will be required to have better planned cover for lessons. HoD to review cover work, SLT to visit sample of lessons to observe and provide feedback • SLT star system - AW addressed how it will be expected that SLT give a minimum of 10 stars a week to recognise positive behaviour • Pixi Edge to be phased out and go back to the student ambassador program • Staff more visible during class changeover - to review staff duty rota and focus on problem areas • Use of seclusion room instead of fixed term seclusions - JW said the new system will allow use of the Behaviour Unit <p>JW started the discussion regarding changes to the governing body. From the next academic year Neale Wade Academy and Burrowmoor Primary School governing bodies will combine and cover both schools. The new LGB will consist 1 Chair, 1 Vice Chair, 4 Trust governors, 1 parent representative from each school, 1 staff member from each school. Link governor roles will remain the same. Governors will receive letters from ALT advising them of the new arrangements.</p> <p>RW and KM said they would stand down from the LGB in light of the new arrangements.</p>	<p>Governors to read report and bring any questions to next meeting</p>
<p>9.</p>	<p>AOB</p> <p>NJ discussed how at the ALT hub meeting it was raised that governors will need to receive Neale Wade email addresses.</p> <p>Clerk informed governors that there is a new governors email address and will send out information regarding this following the meeting.</p> <p>NJ thanked J Nickalls personally and on behalf of the LGB for all her support and hard work over the 15 years she has been on the LGB. Governors agreed how it had been a pleasure to work with her.</p> <p>JW also thanked J Nickalls. He mentioned how she was part of the team that recruited him to the school. He commended Jenny on staying on even after the school went into special measures at a time when many would leave. He commended her for her resilience, hard work and how professional she has been.</p> <p>JN thanked everyone for their kind words and expressed how much she had enjoyed her time working with the LGB.</p>	<p>DB to arrange</p>

4 signed:

10.	Date of Next Meeting A new schedule of dates was issued which should work for the newly constituted LGB. The time of the new meetings would need to be confirmed. It was agreed that 1.5 hours for each meeting would be expected. It was noted that meetings may need to start earlier to accommodate a three-hour meeting.	DB to confirm
Meeting closed at 8.05pm		

5 signed: