

**The Neale-Wade Academy
Full Governing Board
Minutes
Wednesday 5 Dec 2018 at 5pm
Hapi Meeting Room**

Present:	A Pugh (Chair), N Jones (Vice Chair), A Welling (Head of School NWA), J Wing (Executive Principal), D Hawkes (Head of School BPS) , A Carlin, K Nightingale, D Williams, E Graham, A Long, A Smith, T Whyte
In attendance:	D Barnes (Clerk), F Delve (Clerk), K Jarvis (ALT)
Apologies:	K Butcher, A Chandler, C Holt

Agenda Item	Notes	Actions & Agreements
1.	<p style="text-align: center;">All relating documents were circulated before the meeting unless stated</p> <p>Welcome & Apologies for Absence</p> <p>Apologies were received K Butcher, A Chandler, C Holt</p>	
2.	<p>Declaration of Pecuniary & Non-Pecuniary Interest</p> <p>No new declarations were indicated.</p>	
3.	<p>Finance Report</p> <p>AL informed governors that the reports handed out were for the period up to and including October 2018, and stated that it was possible for reports to be sent out every half term so that governors have a better picture of the financial budgets over the year.</p> <p>EG and JW reported on a Local Authority meeting that they had recently attended and EG explained that funding for 2019-2020 will have a 3% cap - meaning a reduction of approx. £168K- and that there are talks at capping even further to subsidise the High Needs Educational deficit.</p> <p>Govs - Is it possible to look for grants and other funding streams?</p> <p>JW stated that, whilst this was worthwhile, the grants did not off-set the lack of funding. Historically, Cambs schools receive lower levels of funding than the vast majority of local authorities, and some schools are having to resort to redundancies. DH stated that it takes a lot of time to look for grants. It is hard to successfully secure funding and schools do not have the money to spend to pay someone to look for them. Schools have to be creative to utilise the funding they have.</p> <p>(AS arrived at 17.08)</p> <p>Govs - is this impacting on staff morale? Is it impacting student's achievement?</p> <p>JW spoke about morale and how the school is trying to reduce workloads of staff members by reducing marking for teachers. Focus is put on improvement of behaviour, with SLT actively available to support with managing student behaviour. JW also stated that teachers do not change how they teach based on class sizes so having a larger class will not have a substantial impact.</p> <p>AW stated that 55% of respondents stated on a recent ALT staff survey that they would like to have access to flexible working hours and the school is looking at putting something in to place to allow this to be an option.</p>	

1 signed:

	<p>Govs – are there high costs for supply staff?</p> <p>JW stated that there have been high supply costs but SLT is trying to support when they can to cover lessons. Only 5.6% of lessons this term have been covered to date.</p> <p>AW- stated that when a trip is being planned, the school mixes the number of teachers and support staff members who attend in order to reduce supply costs.</p>	
4.	<p>Statutory Items</p> <p><u>Health and Safety</u></p> <p>The NWA Handsam reports provide data from 1 July to 31 October 2018 inclusive. The dashboard had two areas which had not had 100% task completion, this was due to tasks not rolling over at year end and has been addressed by AL and Handsam. There was one near miss reported in October 2018. The NWA H&S Audit scheduled for 13 November was cancelled as the auditor was unwell. This has been rescheduled for 31 January 2019. No submission of a H&S report or Handsam update from BPS.</p> <p><u>Safeguarding</u></p> <p>A Carlin stated that she is working with DB to arrange a time to meet with H Hitch in the New Year to hold a safeguarding meeting. DH stated that a link governor for Safeguarding was required for BPS. A Carlin offered to carry out this role at both schools.</p> <p>(EG and AL left the meeting at 17.31)</p>	
5.	<p>Role of Vice Chairs</p> <p>AP requested that anyone announce any objections to the following: Vice Chair for Neale Wade: Nichola Jones Vice Chair for Burrowmoor: Andrew Smith There were no objections.</p>	
6.	<p>Trust Business</p> <p>KJ informed governors that, as this was the first meeting as a joint governing body, she was attending to ensure that everyone was happy with the structure and to see if there were any issues to be addressed. The joint governing body had been introduced as there is a natural link between BPS and NWA, ie JW is Executive Principal of both establishments. KJ informed governors that the law states that there must be one parent governor representing each school, and AS proposed that BPS seeks a new parent governor. This was seconded by AP and the majority in attendance agreed.</p> <p>Govs – are any surveys sent out to parents?</p> <p>JW responded that there is an Ofsted survey which parents complete and return.</p> <p>KJ informed governors that there must be a staff representative at each meeting but this does not need to be the same person each time.</p>	<p>FD to send correspondence to CH</p>
7.	<p>Committee Structure & Governor Links</p> <p>KJ explained that the committee structure has changed, and there is no longer a requirement to have sub-committees. Therefore, EG and AL can attend LGB meetings to report on finance matters. Standards meetings will be separate with Exec Principal, Heads of Schools, Chair and Vice Chair only. The minutes for these meetings will be sent out to the Full Governing body for review.</p> <p>Link Governors will be as follows: Attendance/Behaviour-Anthony Chandler</p>	<p>DB to send out information for NWA / FD to send out information for BPS</p>

2 signed:

	<p>Health and Safety-Andrew Pugh Pupil Premium and Disadvantaged-Katherine Nightingale Safeguarding-Amanda Carlin SEND-David Williams</p> <p>AP requested that names of staff members associated with Link Governors be emailed out. KJ reminded governors of the system for visiting schools, namely arranging the visit in advance, ensuring that a visitor form is completed – these are useful for Ofsted visits.</p>	
8.	<p>Minutes of Last Meeting and Matters arising:</p> <p>KJ informed governors that unless there were any matters arising, there was no need to clarify the minutes of the last meeting, as the meeting related to a previous governing body.</p> <p>JW mentioned H Hitch and her hard work, and as a result of this poor behaviour had been reduced.</p> <p>There was a request for governors to have school email accounts.</p>	DB to talk to IT at NWA
9.	<p>Committee Meeting Updates and Matters Arising</p> <p>No Committee Meeting Updates at this time.</p>	
10.	<p>Head Teacher Report Updates</p> <p><u>Neale Wade Academy</u></p> <p>DH raised a query on the LAC numbers. (the LAC numbers are correct as per the Head Teacher Report)</p> <p>ACW spoke about a 50% reduction in Exclusions in comparison to November 2017. The Pupil Support Unit has helped with this. This unit is effectively supporting students who are not working well in mainstream lessons so that they can stay in school. There are some behaviour issues within Year 8 – the Pupil Support Unit has helped to alleviate these issues. The school is meeting with 30 sets of parents from students in Year 8 to come up with curriculum support for the students concerned. The school is working on creating 2 groups of 15 students and putting them with strong teachers.</p> <p>ACW stated that there are very few behaviour issues with Year 11 students- Issues seem to be in earlier years and ease off by the time students reach Year 11.</p> <p>The Pupil Support Unit comprises 2 qualified teachers, one a specialist in Maths, one in English, enabling them to teach by age, not stage.</p> <p>JW explained that NWA also has CORE, where small groups can work if they struggle with anxiety/depression.</p> <p>Govs – Do you reach out to businesses for funding to help those suffering from hardship?</p> <p>JW responded that the school has a hardship fund but it is very limited. The school hasn't contacted local businesses, but this could be investigated in the future.</p> <p>Racists incidents are rare, with only 9 in total this term.</p> <p>Student attendance was discussed, JW explained that the school is in-line with national figures for PA (persistent absence), currently at approx. 14%.</p> <p>KN noted that the PE department is doing wonderful things for the school, with many extracurricular activities, allowing students to get a PE qualification. 94% of students apply for the qualification.</p>	ACW to check numbers of LAC

3 signed:

	<p>NJ discussed addressing the issues regarding cover teachers by sending out a letter to parents. JW agreed that a round-up letter including the topic of cover lessons would be an appropriate solution.</p> <p><u>Burrowmoor</u></p> <p>DH explained that BPS currently have no LAC. There are currently 446 students on roll (not including Nursery), compared to 458 last year.</p> <p>Current attendance is 95.3%. There has been a recent sickness bug which has resulted in several students and staff being absent. KL and KP are working hard on attendance, carrying out home visits after 3 days of unexplained absence. The school has recently started to fine parents for unacceptable absence and has also introduced a new form for parents to request a leave of absence for their child during term time.</p> <p>PA is quite low at the moment, with 2 children having moved abroad but still being on the roll at BPS.</p> <p>Govs – how successful is the fining system? DH responded that the system had only just been introduced, so no results were available yet.</p> <p>DH discussed the BPS exclusion figures, which relate to 2 students. [REDACTED] [REDACTED] There is no 'alternative provision' at BPS, but the school is looking at how another school provides a 'Nest'. [REDACTED]</p> <p>Govs – one of these children had a TA. Where is she now? DH responded that the TA is now supporting a child with emotional and social problems. There are also a further 3 children who need a one-to-one TA.</p> <p>DH explained that she and her SENCO had reviewed the TA hours at BPS and felt that there is a need to re-allocate hours. The needs of the school have changed. 4 children are causing a real concern on a daily basis, and cannot be in class due to emotional wellbeing. DH would like to introduce a 'nurture room' with trained staff so that the children can continue to access learning. She has highlighted a room to be used for this purpose. AW asked if DH was receiving help from the LA to develop the 'nurture room'.</p> <p>KJ asked if BPS uses 'MyConcern'. DH confirmed that this system is used at BPS, and explained to governors that it is an electronic tool to log concerns. 4 staff including DH attending MyConcern training and like how it collates information. It also talks to other systems. BPS are going to upload the records of any students with ongoing concerns.</p> <p>As the new Head at BPS, DH feels that the safeguarding systems in place are very good. The team know the children and their families.</p>	<p>JW to introduce same form at NWA</p> <p>DH to keep governors informed re 'nurture room' progress</p> <p>AW to send LA contact details to DH</p>
<p>11.</p>	<p>Policies</p> <p>No Policies to be reviewed at the moment, but there will be a list to look at throughout the year.</p> <p>Govs – is there a homework policy? JW confirmed that there is. KJ confirmed that a homework policy is not compulsory but it is good practice to have one.</p>	
<p>12.</p>	<p>School Development Plan and Ofsted Action Plan</p> <p><u>Neale Wade</u></p>	

4 signed:

	<p>AP felt that it would be a good idea for governors to read this over in their own time and to send any questions to FD or DB.</p> <p>Govs – is allowing students to bring mobiles phones to school and to use them in lessons creating bullying issues?</p> <p>JW responded that this hasn't caused an issue in the past. It is very rare that students are asked to use their phones in class.</p> <p>DH discussed the Ofsted report from BPS in October, which she felt was very fair. JW responded that DH was outstanding with the Ofsted team. Looking at the data, there are 3 key issues highlighted by Ofsted and the breakdown of what needs to be done to achieve the necessary improvements. There is a wide and varied curriculum but not sufficient monitoring, although JM for Maths is a natural subject lead.</p> <p>DH felt that the last objective on the SDP was the most exciting – Instilling the focus on learning. Since Ofsted, there has been a huge focus on Maths at BPS. A learning walk took place last week and already DH can see the start of the journey to improvement. She is going to be introducing some innovative ways to get the fun back into learning.</p>	
13.	<p>Any Other Urgent Business</p> <p>AS offered to help out with wise men for an outdoor nativity, and AC could possibly help provide a donkey. KJ reminded DH of the H&S implications of this, ie permission would need to be obtained from the parent of every child who would go near the animal. There would also need to be a written fire evacuation plan for animals.</p>	
14.	<p>Dates of Next Meeting</p> <p>Full Governors, 5pm Start 3rd April 2019 17th July 2019</p> <p>Standards Meeting, 4pm Start (Exec Head, Head of Schools, Chair and Vice Chairs only) 3rd April 2019 17th July 2019</p>	
Meeting closed 7.20pm		

5 signed: