

**ESSA PRIMARY ACADEMY**

**LOCAL GOVERNING BODY MEETING**

**HELD AT THE ACADEMY ON WEDNESDAY 21 SEPTEMBER 2016 AT 9.00AM**

**Present:** Nigel Whittle (Chair), Sofiya Patel, Aatika Patel, Ismail Kala, Enid Cathcart and Jo Atherton (Principal).

**In attendance:** David Mole (Finance Director), Andrew Cooper (Management Team Director), Sharon Weaver (Deputy Head Teacher), Adele MacGowan (Governance Advisor) and Denise Hark (Clerk to the Local Governing Body).

**Nigel Whittle in the Chair**

**Part 1**

1a) Appointment of Chair and Vice Chair

It was noted that Nigel Whittle had been re-appointed by the Trust Board as Chair of the Local Governing Body for the academic year 2016/17.

Nominations were sought for the position of Vice Chair for the academic year 2016/17

**Agreed:**

- To note the re-appointment of Nigel Whittle as Chair.
- That Enid Cathcart be appointed as Vice Chair.

It was noted that with the resignation of Mrs Grills there was a vacancy for a Safeguarding Governor and also an SEND Governor.

**Agreed:**

- That Enid Cathcart be appointed as Safeguarding Governor
- That Ismail Kala be appointed as SEN Governor

1b) Apologies for absence

Apologies for absence had been received from Razia Khan and Salma Akram.

**2. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

Ms MacGowan reported that the Home School agreement was no longer a requirement, however the Local Governing Body at the previous meeting had decided that one should be put in place and an agreement is now on the Academy website. Ms MacGowan advised that parents should be informed of this decision and be given the opportunity to reply. Any responses to the consultation should be brought back to the Local Governing Body meeting.

**Agreed:**

- That the minutes of the previous meeting held on 22 June be agreed as a correct record, subject to the item on the B11 report and the DfE report being moved to the confidential minutes.

**3. DECLARATION OF INTEREST**

Governors made no declaration of pecuniary or conflict of interest.

**4. EDUCATION, ACHIEVEMENT AND STUDENT WELFARE**

**4a Principal's Report**

4ai) Monitoring Visit and B11 Report (*Confidential item*)

This item was deemed as confidential and as such is contained in the Part 2 confidential minutes

4aii) Principal's Report

The actual number on roll had increased to 225 pupils, with 57 pupils being admitted to the Reception class. There were 19 spaces available in the Year 1 class and Year 2 was full and had a waiting list. There was one space in Year 3 and an offer had been made for this place and one space in Year 4 and the place had been accepted. It was explained that there were waiting lists for Years 3 and 4. It was clarified that the Pupil Admission Number was 60, with all year groups up to Year 2 admitting 60. Key Stage Two is still one form entry with no plans for these classes to be increased. It was unclear whether the Governing Body had agreed to increase the numbers in Key Stage 2 to 34 on a temporary basis last year. Ms MacGowan advised that the Trust could refuse to admit more than 30 pupils to a Key Stage 2 class but the Local Authority could ask the academy if they were able to admit over this number. The Deputy Head Teacher said that the academy had been asked to admit additional pupils to Year 3 last year because of sibling links but thought that this was an exception. The Principal said that ideally she would not want to admit more than 30 to a class. The Vice Chair added that there would be fewer problems with mobility once the academy was full. It was clarified that both Year 3 and Year 4 were full and had 34 pupils in each class.

**Agreed:**

- That the report be noted.

#### 4aiii) Data Pack

Data was provided which compared the academy to Bolton results and also to national results. It was explained that 41% of Year 1 pupils had achieved the expected standard for phonics as compared to 67% in the previous year. It was noted that those pupils who had not reached the standard in Year 1 would be tested again in Year 2. The Principal explained that if they did not pass in Year 2 the academy would have to provide additional Special Educational Needs support. It was explained that all children are tested every half term to look at the progress they had made. The Chair requested that a report on progress in phonics be provided for the next meeting. The MTD asked whether the Principal was happy with how phonics was taught in the academy. The Principal replied that she would be after the changes made by Anna Lucas, consultant, had been introduced. The academy would also look into how children are tested in the future for example not using adults who were unfamiliar to the children to administer the tests.

The Chair asked whether other areas had shown an improvement. The Principal replied that there were similar issues with the Key Stage One results with 48% of pupils achieving age related expectations in reading as compared to the national average of 71% and the Bolton average of 74%. The academy results had been below both of these averages in the previous year but this year the results were further below.

The Deputy Head Teacher reported that maths passports had been introduced. All children were assessed and given appropriate tasks so that they can use and apply their knowledge, with the aim to improve their basic skills. A challenge based approach was introduced in each lesson. Children were being prepared for accessing assessments. A parent governor pointed out that the maths passport helps parents to work with their children and suggested that the same principle be put in place for phonics. The Principal replied that this would be covered and all children would be given some spellings to learn each week. A governor asked how the academy was dealing with giving the higher ability children more challenging work. It was explained that work is differentiated for the ability of each pupil and a challenge element would be put in for children at all levels. The Principal pointed out that there had previously been a lack in this area but this would become a focus this year. Staff now have to submit their planning to senior leaders. The Principal added that she would expect to see progress at the end of the school year. Other areas for development included English. Guided reading would now be carried out as part of the phonics groups rather than whole class guided reading. Anna Lucas, consultant, was also going to look at Spelling, Punctuation and Grammar with the Key Stage Two teachers.

The Chair pointed out that pupil mobility had been high last year and said that the results were inclusive of those pupils who had been admitted mid-year. He asked whether an additional set of data could be produced to show Ofsted the progress of those pupils who had been at the academy throughout Key Stage One. The Principal explained that a table detailing comparison of those pupils who had joined during the year was attached as an appendix to the report. The Chair advised that the Governing Body needed to monitor the impact of mobility on an ongoing basis. A governor asked

if a child left out of a class of 34 whether they would have to be replaced or whether allowing 34 pupils to be admitted had set a precedent. The Principal said that she felt that a precedent had been set and it would be difficult to win an appeal on this basis. Ms MacGowan suggested that an update be given at the next meeting to clarify the legal position on admissions.

The Chair asked whether targets had been set for pupils. The Principal explained that these had not yet been finalised but they would be looked at during the following week once the pupil numbers start to settle down. The Principal confirmed that challenging targets would be set and these would not be based on the previous year's outcomes.

#### 4 aiv) Update of School Development Plan

The Chair pointed out that the academy had trialled presenting a data sheet showing key data last term. The Principal explained that the data would be updated on a half-termly basis but the information provided for this meeting is the end of year data. The Education and Achievement Working party would meet to discuss the data before the next Local Governing Body meeting. Ms MacGowan advised that the Key Performance Indicators should be reported to each meeting in regard to the School Development Plan and the targets set. The Chair requested that the KPIs be provided for each meeting in summary form.

Ms MacGowan advised that governors should consider what they need to do in order to prepare for Ofsted. The MTD added that when the Lead Inspector meets with governors they would want to know that governors know the key issues facing the academy. It was planned that a strategy morning would be held to which governors from both academies and the Trust Board directors would be invited and a training plan would be put together.

The Chair said that link governors had been allocated at previous meetings and suggested that individual governors make contact with the academy and meet with the appropriate person. Ms MacGowan advised that the governor handbook contains a checklist of what governors should look at when visiting the academy. The MTD advised that the Local Governing Body should identify three people who would be available to meet with inspectors. The MTD confirmed that it was likely that the academy would have an Ofsted inspection in the current term.

The Principal explained that any areas highlighted in red in last year's School Development Plan had been brought forward to the new School Development Plan.

#### 4av) Updated Pupil Premium Report 2015-16

A detailed report had been included with the papers for the meeting which confirms expenditure for the previous academic year. Ms MacGowan advised that the PPG report should be an annual report which details expenditure and what impact the grant has had; in addition the priorities for 2016/17 also need to be included. Ms MacGowan advised that the report needs to set out the proposed activities and what improvement was expected from these activities. The report would also need to be placed on the

website. Ms MacGowan emphasised that the Pupil Premium grant expenditure must be targeted towards those children who are recipients of the Pupil Premium funding.

**Agreed:**

- That the report be noted.

4avi) Completed Equality Act Template 2016-16

Ms MacGowan explained that the Equality Act template relates to the policy. The areas for improvement included in the template are: to improve the performance of boys and increase the percentage of EAL children achieving age-related expectations. Ms MacGowan advised that now data is available for EYFS and Key Stage One the template could be amended to include this information. It was explained that this information needed to be placed on the website on an annual basis. The Principal agreed to review the template.

4avii) Attendance Report

The Chair asked for an update on the nine children who had been persistent absentees in the previous year. The Principal said that the academy had started monitoring attendance from scratch this year but those children who had been persistent absentees in the previous year were being closely monitored. Currently there were three children who had had a significant amount of absence this year and in addition to these children there were three children who were on holiday during the current week. The Family Support Worker was supporting the new children and in particular was working with two families who were anxious about school. She was also working with parents of the Reception children and International New Arrival pupils. All attendance monitoring was moving from the office staff to the Family Support Worker. The Family Support Worker would be working with nine children who had been identified with attendance issues and also with some other children with borderline attendance. The target for attendance was 95.5%. The Principal added that if attendance reaches 94.5% then the academy would be doing well compared to previous figures. The Principal explained that there were more holidays being taken in term time than there had been previously; these holidays were not being authorised but the families were still going on holiday. It was explained that the parents were saying that the reason for the absence was family matters rather than a holiday. A governor asked whether the academy kept a record of the reasons for the visit and whether the academy was working closely with other schools and the local community. The Principal replied that the Academy was working with Essa Academy to look at sibling links to see what could be done. The Principal added that the Family Support Worker could visit other local schools to see what they were doing to improve attendance. It was noted that there was a separate action plan for attendance. The Principal pointed out that families had said that it was too far to travel for one week and they would be taking an extra week at half term. A governor asked whether an extra week had been allocated for the Christmas holiday to enable long-distance travel, as discussed at a previous meeting. The MTD explained that a small senior team of the Trust had been established and said that they could look at

this as it is a Trust issue. He added that behaviour is good in both academies but there is a worry that attendance could pull down the whole judgement. The Trust needed to see whether any community leaders would be able to use their influence in this area. The Chair asked whether there was anything else that needed to be done to improve attendance. The Principal had explained that letters had previously been sent out to parents but often families are not able to read them. The Principal added that all classes have had a welcome meeting but said that workshops could be introduced to emphasise the impact of attendance on learning. A governor suggested that the Bolton Council of Mosques and the Hindu forum would be able to pass the message to the community. The MTD said that there was a need to get out and meet with the community and build good relationships. He added that it would be helpful to identify some speakers of the main languages who were prepared to carry out some translation or communication work on a voluntary basis. He suggested that case study examples could be provided to show what had been done to try to improve attendance. The Chair requested that an update on the work of the Family Support Worker be provided at the next meeting. The Principal explained that the Family Support Worker was due to go on maternity leave and her post would be covered on a day-to-day basis by a Teaching Assistant who would be managed by the Deputy Head Teacher. A governor asked whether the academy would be able to cover this post on a temporary basis. The Principal replied that the post had been offered to someone on a supply basis who had previously been interviewed for the post but they were no longer interested in the position. An additional Teaching Assistant would be able to carry out the duties of the post as the systems have already been set up and the Deputy Head Teacher would be able to maintain an overview. The Principal agreed to ask the Family Support Worker for a report to present at the next meeting.

**Agreed:** That the report be noted

## **5. GOVERNANCE**

### **5a Adoption of Policies**

#### 5ai) Redundancy Policy

Ms MacGowan explained that the Redundancy policy had been revised to fit both academies and also the central team. The principles behind the policy had not changed.

**Agreed:**

- That the policy be approved for implementation

#### 5aii) Pay Policy

The Pay Policy had been approved by the Trust Board in July and had been written to cover both academies and the central team.

**Agreed:**

- That the policy be approved for implementation

5a) Implementation of Policies

Ms MacGowan advised that a report should be provided at the next meeting regarding the policies adopted by the Local Governing Body last year to enable a check to be made on whether the policies have been implemented.

**Agreed:**

- That a report on the implementation of policies be brought to the next meeting.

**5b Governor Vacancies and upcoming ends of terms of office**

It was noted that there were three vacancies for Sponsor Governors.

**Agreed:**

- That the Sponsor Governor vacancies be reported to the Trust Board.

Governors were requested to complete and return a skills audit form if they had not already done so.

A governor asked for an update over the vacancy for the parent governor vacancy. It was explained that this vacancy was currently on hold. The Principal explained that the parent who had been appointed does not understand the roles and responsibilities of a governor. The Principal had asked her to complete a DBS form and had asked for references but none had been received at the academy.

**5c Governor Training 2016-17**

Governors were requested to assess their training needs in order for the governor training programme to be compiled. It was noted that the Trust is a member of the National Governors Association and as such there are 25 places available for governor membership.

**6. FINANCE AND RISK**

6a) Budget

The Finance Director reported that the Board had met in July to discuss the EFAT budget and had reviewed the use of reserves. The budget for the primary academy had been based on having 195 pupils on roll and the Board had agreed to support the budget with £70,000. However, the pupil numbers have increased significantly with 20 more pupils than had been anticipated. It was explained that as the academy was not full up to Year 6 it is funded on an average of the October and January censuses. Once the academy is full up to Year 6 it will be funded on the numbers in the prior October census. The increased pupil numbers would probably mean that the income would increase by £4,400 for each additional child. It was suggested that the

Principal, Finance Manager and Chair meet to put together a revised budget which would be taken to the Board meeting in December. The draft budget would be brought to the next Local Governing Body meeting for approval. The Finance Director said that the Board had been concerned with overspends on the budget but they had approved the work to repair the roof.

**Agreed:**

- That the report be noted.

6b) Draft Outturn

The Finance Director explained that he was still working on the outturn for 2015/16 and that he would give a verbal report to the Board. He added that he thought it was probable that the previous year's budget had been overspent.

**7. HUMAN RESOURCES (*confidential item*)**

This item was deemed as confidential and as such is contained in the Part 2 confidential minutes

**8. ANY OTHER BUSINESS**

8a) School minibus arrangements

It was noted that the Board had resolved that the minibus would continue for those children who had already been using it. The minibus would run for a number of years but would have fewer children.

8b) Building update

The building work continued to be an issue. A review meeting had been due to take place with ISG the builders on 4 September but this had not yet taken place. The builders had said that they would work on the ongoing issues but the work had not yet commenced. A governor asked whether the issue with the drains had been resolved. It was explained that this problem had not yet been resolved; however, it was noted that the academy will not need to pay for the work to repair the drains.

It was reported that some of the fire doors are not working properly. A governor asked whether all the Health and Safety issues had been addressed. It was explained that the site team was addressing these issues.

The Principal reported that a fire drill had already been held this term and this had run smoothly with all fire exits having been used.

The Finance Director reported that ISG had carried out some work on the drains. A drainage report had indicated that the drains were not blocked as the water runs to the main drain. The problem could have been the pipework under the building. The Chair stated that because the academy had to close because of the drains he wanted

reassurance that this problem would not recur. A governor asked whether there was a contingency plan in place if a building emergency occurred. Ms MacGowan replied that there was ongoing work to the draft business continuity plan. The Finance Director added that there was space on the upper floor of the central services building and also some space at Essa Academy for any short-term issues. Ms MacGowan explained that the Business Continuity Plan was mainly concerned with major incidents and was being put together with the Trust's Audit and Risk Committee. The Chair asked whether there was a contingency for short-term closures. The Finance Director replied that a contingency had not yet been discussed with the secondary academy. Ms MacGowan advised that short-term solutions needed to be added to the Plan.

**Agreed:**

- That the building update be noted.

8c) Arrangements for picking-up children after school

A parent governor asked whether the arrangements for picking up children after school would stay the same. The Principal replied that there was a plan in place for parents to pick their child up from the playground and this was a permanent arrangement as there are not enough doors on the side of the building to pick the children up from classrooms. All children are walked down to the playground and the Reception children are collected from their own area. It was noted that all staff having been out on the playground to provide support, but in future not all staff would be outside. The parent governor pointed out that having all staff outside could have been a potential issue as anyone could have entered the building.

8d) Local Authority Support

The Principal requested approval to the expenditure on the support from a Local Authority consultant. This would take the format of a half day in October to look at attendance and progress and a one day monitoring visit in October when learning walks would take place. The Local Authority was already working with the maths and literacy lead and the academy was taking part in writing and maths moderation. It was explained that the cost of all of this work was £1,250.

**Agreed:**

- To the expenditure of £1,250 for School Improvement work from the Local Authority.

**9. CONSENT TO ABSENT GOVERNORS**

**Agreed:**

- That consent for absence from this meeting be given to Razia Khan and Salma Akram.

- That consent to absence from this meeting not be given to Sahar Amran.

#### 10. DATE OF NEXT MEETING

**Agreed:** That the next meeting of the Local Governing Body be held on Wednesday 23 November 2016 at 9.00am.

#### 11 CONFIDENTIALITY

**Agreed:** That in accordance with Article 125 of the Articles of Association for the Academy the following matters be designated as confidential:

Minutes 4ai), part of 4aiii) and Minute No 7

The meeting closed at 11.15am

Signed as a correct record: \_\_\_\_\_

Date: \_\_\_\_\_