

ESSA PRIMARY ACADEMY
LOCAL GOVERNING BODY MEETING
HELD AT THE ACADEMY ON WEDNESDAY 27 JUNE 2018 AT 9.00AM

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

In attendance: David Howarth (Finance Director), Michelle Stansfield (HR Director), Andrew Cooper (CEO) and Denise Hark (Clerk to the Local Governing Body).

Nigel Whittle in the Chair

Part 1

1.

1a) Apologies for absence

Apologies for absence had been received from Sofiya Patel.

1b) Membership

The Head Teacher reported that Nazida Patel, Parent Governor had resigned at the May half term. Three parents had applied for the position and a ballot had taken place and Muhammed Mogradia had been elected.

It was reported that there remained a vacancy for a Sponsor Governor and this would be discussed by the Trust Board.

It was noted that the terms of office for Nigel Whittle and Sofiya Patel would finish on 31 August 2018. Reappointment to these positions would be discussed at the Trust Board meeting before the end of term.

1c) Declaration of Pecuniary Interest

Governors made no declaration of pecuniary interest in the items to be discussed at the meeting.

2. FINANCE/BUDGET REPORT

2a) Budget Monitoring Report

The Finance Director reported that year to date spending was on track, however, he highlighted Point 4 of the report showed an overspend of £47,700 adverse to the budget which included £42,000 of building work. The Principal asked whether some

of this money could be used for furniture if the quotes for the building work come in under £42,000. The Finance Director agreed that the money could be used for furniture as long as it is for the same project.

The Year-end forecast showed that the budget would be overspent by around £50,000 but this was within the agreed overspend.

It was explained that the largest variance was for £42,000 of building work which had already been approved.

2b) Draft Budget 2018/19

The Finance Director explained that he would be taking the draft budget to the Board for approval and said that it would be balanced to zero and would include one vacancy. The Principal explained that a 0.6 teacher was still required to cover PPA time.

A governor asked whether the budget includes investment for extra teaching to improve results. The Finance Director replied that it did not at the moment. The Principal explained that this had been requested by the Board to improve results. The Chair suggested that some funds should be included in the budget for this purpose. The Principal said that she would need to prepare a report to say where extra investment is needed. The Chair explained that in previous years the support had been provided in the spring and summer term and the specifics had been decided in the autumn term and added that he just wanted to keep the principle there as this had been successful last year. The Chair suggested that an amount be allocated for this project should it be necessary and that this sum should be similar to the sum allocated in the previous two years.

The Finance Director explained that the top slice charged by the Trust had reduced. The CEO explained that this had been a two year process.

2c) Budget review – pupil number adjustment

The Finance Director reported that he had received a letter from the ESFA regarding a pupil number adjustment. The academy had been funded for 9 additional students and the ESFA were looking to claw back £32,000 which would come out of next year's budget.

It was reported that because of the increase in student numbers the academy had received additional funding. A governor asked what number of children in Reception the budget had been forecast on. The Finance Director replied that it had been based on 55 children which was the number that had been admitted last year.

The Principal reported that there were 41 children due to be admitted to Reception in September, two of whom are awaiting the outcome from appeal meetings at other schools. The Principal added that the number of children for Reception was higher than at this time last year and said that she expected the number to increase to 47 or 48 by September.

It was noted that there was significant mobility with the current Reception class who had 17 children joining during the year.

Agreed:

- That the report be noted.

2d) Health and Safety

The Health and Safety Committee had met on 7 June and had discussed CCTV cameras which are now on order. The Principal reported that a further item which had been discussed was around children leaving out of classroom doors and procedures were looked at to make sure that the children were safe.

It was reported that since the last meeting a Trust Safeguarding Review had been carried out and three action plans had been produced. It had been felt that Essa Primary did not need a standalone action plan. The only changes required was that children and adults should not take the I-Pads home as photographs are stored on them; they are now locked away overnight. It was noted that the other action plans were monitored by the Principal who would report back to the Trust Board.

It was reported that Salmah Akram was temporarily in charge of Safeguarding at Essa Primary Academy and that Russell Kinch would retrain as the Designated Safeguarding Lead. This would mean that all leaders would be Level 3 trained.

The Finance Director reported that a full site lock-down would take place in September.

3. **HUMAN RESOURCES** (*Confidential item*)

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

4. **MINUTES OF THE PREVIOUS MEETING**

Agreed:

- That the minutes of the previous meeting held on 21 March 2018 be agreed as a correct record.

5. **POLICIES FOR ADOPTION/APPROVAL**

As there had been a significant number of policies for approval, governors were advised to look at the cover sheet to see the changes. Governors were given two weeks to consider the policies and send any comments to the Principal.

Agreed: That the following policies be approved subject to any comments in the next two weeks:

Art Policy
Breakfast Club Policy
CCTV Policy
E-Safety Policy
Educational Visits and terrorist incidents policy

English policy
Administering Medicine Policy
AED Policy
Music Policy
Guided Reading Policy
LAC Policy
NQT Policy
PSHE Policy
Pupil Premium Policy
SMSC Policy

6. EDUCATION, ACHIEVEMENT AND STUDENT WELFARE

6a) Principal's Report

Data

The Principal reported that the pass rate for the Phonics screening had been confirmed as 32. This meant that 70.7% of Year 1 had passed and also 59.1% of the Year 2 retakes. The Principal explained that this was a significant shift in terms of the Year 2 retake. The figure included children who had been disapplied. The Principal agreed to email out the confirmation of the number of children who had passed. The Principal pointed out that there had been a four year improvement and added that it was also pleasing to see how many of the Year 2 children had passed. The Principal explained that this was due to the improvement in the teaching of phonics. It was explained that the percentage of children in Year 1 passing would increase to around 78% when the disapplied children had been taken out of the figure. A governor asked how close the result was to the national average. The Principal replied that the national average had been 81% last year and added that the gap was closing. The CEO asked what the results looked like considering the three year trend. The Principal replied that there had been a considerable increase. The results last year had been 66.8% and 42% in 2016.

The CEO commented that a new system had been invested in and asked whether anything could be done to improve it even further. The Principal replied that from the teaching point of view the school is where it needs to be and the schwa has been eradicated. The next steps are for specific interventions for children who need to fast track through the work. Children also need to be given more opportunity for speaking. A governor asked whether there was more that could be done for the Year 2 children who had not passed when in Year 1. The Principal explained that 22 of the children in Year 2 had re-taken the test but a number of these had taken it because they were INA children who had not been in the country when they were Year 1 age. These were the children who need additional provision. A parent governor commented that there had been a lot of mobility in Year 2. The Principal replied that the class was now more settled and hopefully the class will stay full. A full analysis would be presented to the Education and Achievement working group.

Year 2 Outcomes

The Principal reported that the current outcomes showed maths 66%, reading 62.5% and writing 65%. After disapplying some children, writing was expected to increase to 69.1%. A slight dip had been seen in maths but there had been a large increase in reading and writing. A governor asked for a comparison against the previous year. The Principal replied that there had been a substantial increase in reading and writing. There were 56 pupils in the cohort and 8 would be disappplied but there would be a teacher assessment judgement for all of the children. This would be a focus at the Education and Achievement working group meeting.

Pupil Mobility

It was reported that there were 293 children on roll; 70 children who joined the school since September and 55 children who had left which was a significant number which is continuing to have a significant impact on the school. The Principal added that as the academy was now full in years 2, 3, 4 and 5 a change in mobility might be gradually be seen. It was reported that there would be appeals held in the following week, two for Year 4 and three for Year 5. The Principal explained that the academy is now over-subscribed in Year 3 after losing an appeal. There are now 31 children in one of the Year 3 classes.

A governor commented that with the EYFS data the gender gap appeared to have closed and now it looked as though boys were outperforming girls. A governor asked whether this was due to the curriculum having been too boy friendly. The Principal replied that this was a cohort related issue with different year groups having different concerns. The Principal pointed out that in Reception the curriculum was not too boy-focused. They were being considered but there were some able boys in the cohort.

In EYFS it was expected that 60% of children would achieve a Good Level of Development (GLD) which was an increase on the previous year. The Principal explained that the target had been adjusted because of the in-year changes in the cohort.

Attendance

It was reported that attendance was still a significant concern; however a slight shift had been seen. The number of persistent absentees was still unacceptable but had reduced from the 22% last year and was now below 20%. It was explained that some of this was due to the reduction of holidays taken in term time and also because some families had been taken to court over attendance rather than just being issued with penalty notices. It was explained that the Local Authority was working quickly at getting court hearings through. The Principal added that she expected the number of holidays taken in term time to creep up at this time of year and an increase in families going on holiday without notice had been seen.

Mr Kinch reported that the Local Authority was reviewing its policy on fining for non-attendance. They currently do this after 10 days of absence but are shortly expected

to reduce it to five days to bring it in line with the rest of the country. It was noted that the Local Authority would not issue a fine twice to the same person they would take the case straight to court.

The academy had received support from a school in Manchester over attendance monitoring and an improvement had been seen.

A governor asked what was being done in light of the absence of the Children and Families Worker. The Principal replied that this was being filled by Salmah Akram who was providing support. As the Deputy Head Teacher was also absent Ms Akram would be taking responsibility for the pastoral area. A governor pointed out that this was a significant role and that they would not want one aspect to detract from the other. A governor asked whether the person covering Ms Akram's class would be working at the school permanently from September. The Principal replied that the long-term position had not yet been decided.

The Chair pointed out that the report showed that attendance was better for girls than for boys and asked whether this was due to anything specific. Mr Kinch replied that this was an anomaly caused because the academy has not yet got a Year 6 class. He added that a boy in Year 5 and a boy in Year 2 had been abroad for the last month. In addition there was a boy in Year 5 who was a persistent absentee who had not attended school in the last six weeks. The Principal said that this was something that she would look into and added that she would work with Mr Kinch on an improvement plan to improve boys' attendance.

Staffing

The Principal reported that the academy was fully staffed for teachers for September. The appendix to the Principal's reported showed which teacher would be in each class. A governor asked why Mr Shurlock would be teaching in Year 2. The Principal replied that this was something that he had requested and added that this would be very positive. The Chair added that this would help to spread the SLT around the school.

Safeguarding Policy

The Principal reported that there had been a slight change to the Safeguarding policy which would come into effect in September. The Principal reported that she had met with the Trust Safeguarding Lead, Stacey O'Connor to look at the Keeping Children Safe in Education document.

The following documents had been appended to the report:

- An updated copy of the School Improvement Plan.
- The SEF which had been recently updated.
- Attendance report
- Local Authority attendance report

- Annual demographics pack outlining the areas of deprivation that the children live in.

A governor asked whether it was known how many children live in the school's catchment area. The Principal replied that the number of children living in the catchment area had increased but there was a pocket of families living near the Chorley New Road area. The Principal added that all the new children had a BL3 postcode and a lot of these were in the BL3 3S postcode area.

6b) Safeguarding Updates

It was reported that Salmah Akram was the Designated Safeguarding Lead in the school. The Principal explained that an increase in the number of safeguarding concerns being dealt with in school which is why there needed to be more staff trained in this area.

The Principal explained that this was an area which was being looked at as a Trust. All incidents as they were coming through were being looked at. All staff would receive training on domestic violence training as this was an increasing area. There has now been a change in how staff receive training in that staff would be appropriately trained in specific areas to meet the children's needs. Mr Kinch added that mental health was also a growing area. A governor asked whether this was a new awareness or whether it represented an actual increase in incidents. The Principal replied that she thought it was about children over time having the confidence to share the information. Mr Kinch added that this was also due to work in PSHCE by telling children that school is a safe environment which then makes them willing to have a conversation with staff.

The academy is part of a mental health pilot with the Teaching Alliance. Six members of staff have been trained in this area and it would be rolled out to the rest of the staff to make sure that staff have the knowledge of how best to support children.

6c) External Support/ Validation

A copy of the recent external review had been taken to the RSSI committee of the Trust board. The Principal explained that this was a confidential report which had not been shared with the whole staff team. This report had been carried out a year after the Ofsted inspection at the request of the Trust Board. This review had been carried out by five local and specialist leaders of education and had taken place on one day.

The Principal explained that there were key areas where the school had not moved on as far as it had been hoped. The report showed what still needed to be addressed. This included the leadership of assessment and data and the impact of this on other areas in school and the link that it has to effective intervention.

The CEO explained that the underlying questions were whether the school was making progress, is it enough progress, and is it fast enough. The report showed the extent of how far along the school is to becoming a consistently good school.

The immediate recommendations included the ability to articulate school priorities. The Principal explained that a SLT meeting would be held around the clarity of vision and this would then be shared with the rest of the staff team. A governor asked for a further explanation of this recommendation. The Principal explained that this was about when people were challenged about what should be focused on they did not have a uniformed response. Staff had focused on the priority areas for their subject and not a whole school approach. A governor suggested that the school was focusing on too many priorities and that these should be reduced.

The Principal explained that the review had been based on the outcomes from Ofsted. She explained that in terms of boys learning there was still a gender issue in some areas of the school. The Principal would work with Mr Kinch on boys' attainment. One recommendation had been to have a separate action plan to support them. Mr Kinch added that Mrs Patel had gone on a learning walk with him and had seen in one class a top group consisting of only boys and in another class the majority of boys were receiving intervention. The Principal added that there was a further issue with the boys not being appropriately challenged as many were able to achieve Greater Depth.

The recommendation for a revision to the coding of assessment data had been completed.

The Assistant Head Teacher from Heathfield School, who is a Subject Leader of Excellence would be working for three days per week at the academy to provide support and to train up Sayeh Mariner who would become the new assessment lead from January. The Principal explained that there would not be significant changes in terms of assessment documents but it would be more about unpicking the data and looking at what was being done about it. CPD would be provided for staff and the academy would move from SPTO to Target Tracker as this system provides better reports. A governor asked how often data was collected. The Principal replied that it was collected on a half-termly basis. A governor asked how accurate the current data was. The Principal replied that the data is accurate but there are concerns about what is being done with the data and what needed to be done was to make sure that the immediate next steps for individual pupils are put in place. A governor asked whether each child has a target. The Principal replied that each child has a target, as does each year group and each class and this fits into staff appraisal. If a large number of children in a class change during the course of a year then the target is changed. The Principal explained that targets had not been set to meet the national average but next year all targets would be in line with national. The Principal added that there was a need to make sure that the academy is aiming for the national average but there had been a need for an interim target this year.

A governor asked what happens if progress is not being made in a particular area. The Principal replied that interventions would need to be looked at.

A governor asked how the success of interventions could be measured. The Principal explained that the academy was currently trialling an intervention which would be rolled out. She explained that there were a lot of packages that can be bought in for intervention but they had been used too widely. Immediate intervention was now

being looked at which means that a child would receive support in an afternoon for an area which they had found difficulty in the morning. This would replace a mass roll out of packages which do not meet the needs of all children. The Principal added that there was a need to find out the balance of what is right for the children as the children have gaps in their learning due to the mobility issue. These gaps would be closed on an individual basis. A governor asked whether there would be appropriate data to monitor this. The Principal replied that Target Tracker would allow children to be tracked before and after intervention to see the impact.

The Principal reported that there was a need to make sure that the new Senco has responsibility for the SEN children and that there is a difference between these SEN children and the children who were not quite making targets. The Principal explained that the Senco had previously not been in charge of this.

Children were not being given the opportunity to respond to marking which is including in the marking policy. The policy would be amended so that children did not have to write a response and there would be a move towards verbal feedback.

The Principal reported that an action plan has been started with the SLT and once it is complete it would be shared with governors.

The recommendation over using the new National Curriculum had been due to a teacher who had been using an old worksheet linked to the previous curriculum. This has now been addressed.

The comment about inconsistencies in teaching had been due to three inadequate lessons being seen during the review. One of the lessons had been taken by a supply teacher, who had not been asked back to the academy since, and one was by a member of staff from Essa Academy who was providing cover and one was a member of staff of Essa Primary. A governor asked whether the inadequate lesson from the permanent teacher had been a one off. The Principal replied that it had not been a one off. A governor asked whether the teacher was on a support plan. The Principal replied that there were broader plans in place. A governor asked what percentage of the teaching had been seen that was good or better. The Principal replied that this had not been commented on or broken down. A governor asked how many total lessons had been observed. The Principal replied that 15 lessons had been observed, and three of these had been inadequate. The Principal added that feedback had been given to Essa Academy and to the supply agency over the inadequate teaching. A governor asked whether this might raise a further issue about the management of supply teachers and asked whether this was a situation which might recur. The Principal explained that she tried to avoid using supply teachers where possible but added that honest feedback is given to the supply agency and ask that a note is placed on the person's file so that they do not return to Essa Primary. The Principal added that the member of staff from Essa Academy had been covering a lesson that they would not normally teach.

The Principal explained that there was still some work to do to ensure that teaching is good or better. A governor asked whether the Principal had been aware of all the

issues before the review. The Principal replied that she had been but had not been totally aware of how great the issue was with the leadership of assessment. All other areas raised were in the school improvement plan.

The Chair commented that articulating the priorities was potentially a major issue as all teachers should be following the same message. The Principal explained that the SLT agenda was about setting the vision and added that it would be made clear at the INSET day in September. The CEO explained that it was more about the sharpness with which leaders can talk about what they are doing. He added that those leadership teams that impress the most during an inspection is those who articulate with precision and this can only be done if too many things are not being focused on. He added that because of the fair degree of challenge leaders are trying to do too much which leads to people not being able to articulate the priorities. He added that the Ofsted monitoring visit would only be a one day visit and the SLT needed to be clear and get to the points quickly.

A National Leader of Education had been secured to provide support the Principal and the SLT and this would be at no cost to the school.

An action plan would be presented to the LGB at their September meeting. The CEO advised that he would encourage that there should be three or four things included that will make a difference and also to remove inconsistencies in the classroom.

6d) Governor Audit

The Chair reported that a meeting had taken place to look at the report from the External review of governance. The Chair would be meeting with governors on an individual basis. He added that he was waiting for an updated skills audit document to be completed by governors which would help to identify training needs and to review where governors should be allocated as link governors in terms of their strengths.

The Chair requested that governors complete a 360 degree review of the Chair and return in to the Principal.

6e) Pupil Premium

A report on the Pupil Premium had been submitted with the papers for the meeting. The Principal explained that the Pupil Premium budget had been overspent and this had been topped up from the budget. A governor asked whether the school was receiving value for money with the Pupil Premium. The Principal suggested that the Pupil Premium governor should meet with the Pupil Premium lead and then report back to the LGB.

6f) Sports Premium

The Principal explained that the Sports Premium report indicates everything that either has or will be completed. This report would be uploaded to the website. The Principal explained that previously a company had been bought in to provide PE teaching but

now just over 50% of the staff were confident to teach their own PE lessons. It was explained that some of the PE would be taught by Essa Academy staff but only for Key Stage 2. Some of next year's provision would come from the member of staff from Manchester United who was already working on site. The Principal explained that it looked like there would only need to be four PE lessons per week taught by staff from Essa Academy as a lot of the new staff who would be starting in September were PE trained.

6g) Education and Achievement Working Group report

Mrs Cathcart reported that two meetings of the working group had taken place since the last LGB meeting. The working group had asked to look at Year 5 data at the end of the meeting as governors had been made aware that a small group of children were affecting the overall figures. The working group had also noted that interventions had been more effective in Year 4 than they had been in Year 5. This information had not been provided at the following meeting. The Principal agreed to provide this information but added that it would be based on spring data.

Mrs Cathcart reported that governors had felt that progress was too low in Year 5, and progress was not being seen even after interventions had taken place. The Deputy Head Teacher had told governors that it might be eight pupils who were bringing the results down. Mrs Cathcart added that if this is the case governors would like to see this information provided separately. The Principal agreed that a paper copy of this information could be sent to governors. A governor commented that governors want to make sure that if interventions are in place then something is being achieved from it. The Principal explained that changes had been made this half term and the member of staff taking that group is now covering Mr Kinch's class so that he can do some work with these children.

The Chair commented that Year 5 had been a major concern for governors as there was clearly progress identified in the other year groups.

Governors had noted that there was a lot of mobility in Year 2 and had been pleased with the progress in Year 3 and Year 4. A governor commented that they felt that Year 2 and Year 5 needed to be monitored more closely. The Principal explained that next year Mr Kinch would not have a class but would be working closely with Year 6.

6h) GDPR

The Principal explained that changes had been made around how data is stored. An information sheet giving a governors' guide to GDPR had been included in the appendices to the report. It was noted that Kirsty Kelsey is the DPO for the Trust.

7. **GOVERNANCE**

7a) Governor training and visits to the school

Mrs Cathcart reported that she had visited the academy and met with Mr Shurlock to have a learning walk and to look at maths. She reported that she had seen the use of Numicon and commented on the passion and drive which had been seen around the introduction of a more practical use of maths in school.

Mrs Cathcart reported that she had also visited Reception and had looked at phonics teaching and how this was targeting individual needs.

Mrs Cathcart reported that she had not been able to find a copy of the governor visit template as the only copy was in the governor handbook and this was marked as draft. The Principal offered to amend the governor visit template to enable governors to complete it after a monitoring visit.

Mrs Patel had visited the academy to look at the teaching of English and to look at how higher ability children are challenged. Mrs Patel reported that she had taken part in a learning walk and said that she had seen a lot of positive areas in Reception with the children, who had just had a visit from the police, being engaged. Mrs Patel reported that she had also visited Year 2 who had been working in ability groups. At the time of the visit they were being taught by a supply teacher; the children were confident and the environment was calm. The high ability group in that class were mostly boys. The Year 3 class visited had been making a good use of resources and it was very clear what the challenge was. There was also a supply teacher in Year 4 who was questioning and challenging the children; there was a small group of children in the class working with a Teaching Assistant. Year 5 were writing play scripts, however, it had not been very clear what their challenge was. Mrs Patel reported that overall the visit had been very positive as was the children's attitude to learning. Mrs Patel added that during her visit she had spoken to teachers, had looked at planning and had compared the work in books from the beginning to the end of the year and had also looked at marking.

The Chair reported that he planned to attend the next SLT meeting.

8. AOB

Mr Kala reported that he was having difficulties with the timing of the meetings and suggested that these could be moved to the evenings. The Chair replied that this had been discussed at the previous meeting and governors had wanted to continue with the current times. He added that possibly one meeting per year could be moved to a different time.

9. CONSENT TO ABSENT GOVERNORS

Agreed:

- To consent to the absence from this meeting of Sofiya Patel.

10. DATE OF MEETINGS FOR NEXT ACADEMIC YEAR

Agreed:

- That the meetings for the next academic year be held as follows:

Wednesday 3 October at 1.15pm
Wednesday 21 November at 1.15pm
Wednesday 6 February at 1.15pm
Wednesday 20 March at 9am
Wednesday 26 June at 9am

11. CONFIDENTIALITY

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

Minute number 3

The meeting closed at 11.10 am

Signed as a correct record: _____

Date: _____

ESSA PRIMARY ACADEMY

LOCAL GOVERNING BODY MEETING

HELD AT THE ACADEMY ON WEDNESDAY 27 JUNE 2018 AT 9.00AM

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

In attendance: David Howarth (Finance Director), Michelle Stansfield (HR Director), Andrew Cooper (CEO) and Denise Hark (Clerk to the Local Governing Body).

Nigel Whittle in the Chair

Part 2 Confidential Minutes

3. HUMAN RESOURCES (Confidential item)

The HR Director reported that there had been five new teachers appointed.

There were still some Teaching Assistant vacancies, and applications had already been received for these positions. The closing date for these vacancies was 4 July.

One to one support had been secured for a Year 6 boy for one year.

A maternity cover position at Essa Academy was being covered by the Essa Primary Office Manager. Her post was being backfilled by Sara Padaliya from Essa Academy.

It was reported that the Vice Principal from Essa Academy was looking into a graduate scheme whereby a member of staff is appointed as a teaching assistant with a view that the school supports them through teaching training in their second year.

The Principal reported that there had been quite a lot of support staff absence and this had been higher than in the previous years. The Principal added that a couple of these were pregnancy related absences.

One lunchtime assistant who had been absent for 40 days out of 60 and one who had only worked for two weeks out of six had both been dismissed.

Agreed:

- That the report be noted

Signed as a correct record: _____

Date: _____