



Glenleigh Park Primary Academy Local Academy Board Meeting Minutes

Meeting Date: 17th July 2017, 3.54pm

Governors Present: Jon Hodson (JH) - Chair; Debbie Redman (DR) - Head of School
Sam Sango (SS); Ruth Russell (RR)

Apologies: Jan Vickers (JV); Tina Greenwood (TG); Lois Ottley (LO)

Quorum: Four governors present. The meeting was quorate.

Also Present: Jo Richardson (JR) – Deputy Head; Laura Blake (LB) – Science Lead
Rob Bennett (RB) PE Lead; Anna Bartlett (AB) - Clerk

Questions to the school and governor considerations are bullet pointed and in **bold**.

Item	Discussion/Decision	Action
1.	<p>Welcome - Everyone was welcomed. It was acknowledged that a decision had been made to proceed despite there being so few governors present. It was noted that all governors had had the opportunity to comment on the pre-circulated papers.</p> <p>Apologies for Absence - Apologies from JV, TG and LO were agreed.</p> <p>Declaration of Interests for this meeting - None presented.</p> <p>Items for Any Other Business - None presented at this stage.</p>	
2.	<p>Science Lead Update - The LAB was informed that recent book scrutinies had revealed good handwriting skills, good differentiation and noted that teachers had asked to request more scientific answers to questions. The LAB was advised science assessments would now be carried out six times each year, noted that the school would like to have science assessments recorded on Target Tracker and informed that the school had performed well when it took part in the SATs Science pilot the previous year. It was reported that teachers needed to be informed of the school's science resources so investigations and resources could be planned and that 'Pupil Voice' would be arranged for Terms 1 and 6 re Science. It was explained that local secondary schools may be asked to assist with activities during British Science Week in March and suggested that The Gatwick School be invited to advise with the development of science teaching at Glenleigh Park. The LAB was informed that the workload re 'Eco-School' would now be shared and <u>agreed</u> that LB attend science lead training and offer the (free) use of the training room.</p> <ul style="list-style-type: none"> • Do we have benchmark data as to what our children are currently achieving? <i>We will obtain a clear starting point for the year.</i> • Could Teacher Voice re science be conducted? <i>Yes. Action.</i> • What do we do as an Eco-School? <i>Our committee of six children leads our search for ways and activities to reduce our CO₂ consumption. Our 'Polar Bear' assists with our electricity saving and rewards scheme and we plan to link the Eco and the Beach School initiatives with a rubbish clear-up.</i> • Is the Gardening Club feeding into the Eco-School initiative? <i>Yes.</i> • Could the Rag-Rated Science Action Plan be shared please? <i>Yes.</i> <p>LB was thanked and she left the meeting at 4pm.</p>	<p>LB</p> <p>LB</p> <p>LB</p>
3.	<p>Physical Education Lead Update - It was reported Premier Sports provided for sports for all of the children's abilities, provided Continual Professional Development (CPD) for all the school's teachers during class sessions and that the children competed at inter-school tournaments of a different sport, each term.</p> <ul style="list-style-type: none"> • Could sports CPD be provided outside of class time? • This is a good CPD opportunity for our staff. • Are the inter-school tournaments, local? <i>Yes they include seven local schools and they are always held at Glenleigh Park.</i> 	



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	<ul style="list-style-type: none"> • The tournaments provide us with good marketing. <i>The children thoroughly enjoy the tournaments, too.</i> <p>It was reported that following last year's successful pilot of the 'Golden Mile', it had now been embraced and was enjoyed by the whole school. The LAB was informed that the running had raised children's attentiveness, reduced fidgeting and had helped to refocus some children and it was reported that individual achievements had included the build-up of stamina from 2 to 12 laps. It was explained that achievements would be celebrated at assembly and that the number of miles ran would be entered into an inter-school competition. It was <u>agreed</u> that 'Golden Mile' be timetabled for each non-PE day.</p> <p>JR left the meeting at 4:10pm as pre-agreed.</p> <p>The LAB was informed that RB and Premier Sports assessed teacher performance simultaneously and that Premier Sports' would be inspected as part of a school's inspection and separately. It was reported that the PE grant was £9,000 each year, the annual inventory-count was complete, that the Football Premier League Grassroots Outreach team was expected in Term 1 and that Level 1 football training for teachers was scheduled for Term 3. It was explained that cross-academy links were encouraged and RB <u>agreed</u> to contact the Head of City Academy Whitehawk for details re links to the Brighton & Hove Albion football team and to <u>liaise</u> with the Head at Oakwood Primary to observe their PE sessions. The LAB was informed of the intention to work towards the School Games Mark, that a new teaching assistant had a Level 2 sports qualification which could be utilised at lunchtimes and that two providers of afterschool sports options had been identified.</p> <ul style="list-style-type: none"> • Do we assess our own teachers or the Premier Sports staff? <i>We both observe both sets of staff. To date we found that the assessments matched and that all the teaching was either 'good' or 'outstanding'.</i> • To ensure due diligence, please could we have evidence of the value of the Premier Sports contract. <u>Action:</u> Identify and benchmark against other local providers and liaise with DR re financial aspects. • Who provides the equipment? <i>The school has general equipment but Premier Sports provides specialist kit, ie fencing foils and masks.</i> • How much equipment do we get from the Sainsbury's Active Kids vouchers? <i>This year we ordered sports day equipment and 15 footballs.</i> • Is there any remaining legacy funding re the Olympics? <i>No.</i> • Do you have sufficient sports equipment? <i>Yes and it is stored securely.</i> • Please forward the rag-rated Action Plan for the clerk to circulate. <p>RB was thanked and he left the meeting at 4pm.</p>	<p>JR</p> <p>RB</p> <p>RB</p> <p>RB/AB</p>
<p>4.</p>	<p>Governorship Administration – It was <u>agreed</u> that DR continue her search for a potential Special Educational Needs governor and that AB log a request with the governor recruitment charity, 'SGOSS'. The LAB was informed that the staff had supported RR wish to retain her staff governor role throughout her maternity leave and established that RR would use her 'Access' time to remain in contact with staff.</p>	<p>AB/DR</p>
<p>5.</p>	<p>Minutes of the last LAB Meeting - <i>The paper, 'LAB Minutes GPK - May 2017' had been pre-circulated.</i> The agreement of the May LAB minutes was deferred to November meeting when more governors would be present.</p>	



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	<p>Review of Actions:</p> <p>TG Check own records for SEN notes for the LAB file – Carry forward.</p> <p>LO Complete 'Prevent' training & forward certificate to Clerk – Carry forward.</p> <p>JH Check that the updated Behaviour Policy has been signed – Complete.</p> <p>AB Enquire with business manager re DR & RR's 'Prevent' certificates - Complete.</p> <p>DR Explain the school's reward system in the newsletter – Complete.</p> <p>JH Add 'Vulnerability of Pupil Premium funding' to Risk Register – Carry forward.</p> <p>JH Take request for trust Safeguarding role to Regional Standards Council - Complete.</p> <p>JH Attend and report on the Sports Day 19th June - Complete.</p> <p>RR Attend and report on the Paragon Spectacular 28th June - Complete.</p> <p>SS Attend and report on the Year 6 Leavers events – Carry forward (Event 18th July).</p> <p>JH Attend and report on the New Parents Evening 13th July – Complete see Item 19.</p> <p>DR Thank English Lead for attending the LABs & the Y6 team for their work - Complete.</p> <p>All Note revised LAB date of Monday 17th July, 3:45pm - Complete.</p> <p>AB Governors' car reg to be added to the governor's signing-in records – Complete.</p> <p>AB Governors' vehicle reg to be added to the governor contacts sheet - Complete.</p> <p>JR/AB Initiate & gather teacher comms re stretching the more-able. Add to Nov agenda – Carry deferred item forward.</p> <p>DR Request SENCo report for July LAB, incl case studies & new initiatives - Complete.</p> <p>AB Inform LO of timeframe for queries re policies - Complete.</p> <p>All Liaise with AB by 17th May re any queries re E-safety and PSHE policies – None received, action discharged.</p> <p>AB Forward to JR gov queries & suggestions re PHSE & E-Safety policies. None received, action discharged.</p> <p>DR Canvass staff re RR continuing staff gov role during maternity leave or agree which staff member to cover - Complete – See Item 4.</p> <p>DR Research the costs of leavers' hoodies for Year 6 – Complete – Considered too costly for this cohort and referred to next year. The signing of school shirts will be permitted and autograph books will be provided as in previous years.</p> <p>DR Choose dates for Aspiration Week and circulate to governors – Complete. 22nd January 2018 chosen for as date for external input, table-top stands and presentations. It was noted that the CEO of Hastings Direct had presented to AAT-school, King Offa. Action: All governors to consider speakers and to forward contacts details to DR. Please refer to Item 18.</p>	<p>TG</p> <p>LO</p> <p>JH</p> <p>SS</p> <p>JR/AB</p> <p>All</p>
<p>6.</p>	<p>Governor Training - It was noted that the Governor Global Leadership Initiative (GLI) training re Ofsted-Changes & Expectations Training had been attended by DR, JG, JV & RR and that Powerpoint slides had been issued to all. The arrangements for 2017/18 were recorded as 15th Nov at King Offa, 7th March at City Academy Whitehawk and 13th June at Heron Park.</p>	
<p>7.</p>	<p>Chair's Update - <i>The paper, 'AAT Org Chart March 17' had been pre-circulated.</i> It was reported that the trusteeship was unchanged but AAT membership had been reconfigured to allow a higher proportion of UK members and announced that the new organizational structure had been applauded for its transparent information flows. It was explained that AAT's sponsor, (Pansophic) was updated monthly and that Pansophic had explained to the June AAT Board that it invested heavily into its own newly transferred schools, that many of their schools were located in areas of high deprivation and that the children's low attainment scores were transformed through investment. JH reported that the US sponsor-member, Ron Packard had been very impressed with both King Offa and Glenleigh Park and had discussed the actions being made towards achieving 'Outstanding'.</p> <p>The LAB was informed that the board had agreed to the City Academy Whitehawk joining AAT, had been briefed as to the Risk Register updates and informed that</p>	



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	<p>the cost of Paragon was now comparable to other curriculums. It was reported that the Board had been pleased with the buildings audits but more evidence was needed to support bids for Conditions Improvement Funding. It was reported that the Board had requested a discussion document re the costs and tasks for a trust-wide Safeguarding post and informed that the costing structure of the nurseries had been revised but few families were eligible for the 30-hour funded nursery places.</p>	
<p>8.</p>	<p>Update by Head, plus Forthcoming Announcements - <i>The following paper had been pre-circulated; 'Heads Report to LAB 17.7.17'.</i> The LAB was informed that RB had completed the Beach School training and that once the Risk Assessments were in place, classes would visit the beach 2 or 3 times annually for science and art activities. The LAB was reminded that though there would be a new Foundation Team in September, provision had been made for the existing Early Years lead teacher to continue her monitoring of Year R. The LAB was informed that the IT lead had been awarded a leadership role, was informed of new staffing arrangements for Years 1, 4 & 6 and that most classes would have a teaching assistant but this would be reviewed once the new Year R's needs were known.</p> <ul style="list-style-type: none"> • Would the school continue with Nurture Groups? <i>Yes but having this facility seems to encourage the local authority to direct challenging pupils.</i> • Some Year 6's need to be moved-on from 'Nurture' to prepare them for Year 7. <i>We need to integrate these children into the mainstream but we do not want disrupt classes. <u>Action</u>: SENCo to discuss issue with Nov LAB.</i> • Is mainstream the only option for 'Nurture' children? <i>Contenders would need to have been excluded from two schools, but there are no places.</i> • Do we need to provide Nurture Groups? <i><u>Action</u>: Seek Trust clarification.</i> • With the end of Term 6 approaching, how are the excluded children fairing? <i>All are unsettled and all are receiving support to the end of term.</i> 	<p>DR/ SENCo</p> <p>JH</p>
<p>9.</p>	<p>Assessments & Attainment - <i>The paper 'Performance data against Star - issued 27 July 2017' was distributed subsequent to the meeting.</i> The LAB was informed that the school was pleased that attainment had exceeded the target of 77% by 2% but that this achievement was put into context by the high performing attainment of 2016. It was reported that Key Stage 1 had generally performed as expected but had 16% had exceeded expectations in Maths. It was reported that although the Key Stage 2 results were not as good as had been expected, they had risen by 7%, in-line rise in the national average. It was established that whilst Star Assessment had forecast correctly for Key Stage 1, it needed to be re-calibrated for accurate Key Stage 2 forecasting. The LAB was reminded that as the school did not have high expectations for the present Year 5 cohort of 36 had been divided into two. The meeting was informed of the new reading culture in the school, following the school-wide introduction of 'Accelerated Reader' on-screen comprehension tests.</p> <ul style="list-style-type: none"> • Is 'Accelerated Reader' why King Offa Primary performed so well with Reading? <i>At present we cannot be sure.</i> • Have the Head's met to discuss results? <i>Yes, each school has correlated against the Cognitive Ability Tests and it seems that pupil mobility and the targets forwarded from previous schools were key contributory factors to inaccurate forecasting.</i> • Are our progress measures good? <i>Yes in Maths, but we were disappointed with the Reading result.</i> • Attainment was lower than expectations. <i>Yes, but even if forecasting had been more accurate we would not have adjusted any of the teaching.</i> 	



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	<ul style="list-style-type: none"> • 20% of the Year 1's exceeded Age Related Expectations but why is this not the case further-up the school? <i>Years 2 & 3 are strong, Year 4 is satisfactory but Year 5 has always needed support.</i> • If a school is strong, does it loose its progress figure? <i>While the school is filling-up we will always have the pupil-mobility, in-year admissions issue.</i> • Were the Key Stage 2 results based on all of the Year 6 children? <i>Yes.</i> • Was the marking of the Star Assessments accurate? <i>Yes, each question is generated by the computer once the previous answer has been evaluated. Star is used throughout the UK and benchmarked across all abilities, but other schools have reported inconsistent results.</i> • How has Starr aligned with SATs? <i>Star now has two years of the new SATs papers and we will raise our benchmark pass from 95 to 100. <u>Action</u> DR to liaise with DW re English & Reading updates to the November LAB.</i> 	DR/DW
10.	Rewards & Recognition for the 'More-Able' - Deferred to November LAB.	
11.	School Improvement Plan, 'Outcomes to Outstanding' - <i>The following paper had been pre-circulated, 'O2O SIP GPPA 2016 2017'. The LAB was informed that the above document would be revised to incorporate the Beach School focus and local authority support with this work. Other <u>Actions</u> agreed: 1) DR to develop 'Pupil Voice' to include more questions re 'Growth Mindset' and 2) to ask the Executive team to conduct a 'Take 5' session.</i>	DR DR DR
12.	<p>Governor Visit Reports and Updates - <i>The following paper had been pre-circulated; 'Gov RR Report re Paragon Spectacular - June 17'. RR reported that the Hastings venue used for the AAT schools' <u>Paragon Spectacular</u> was superior to the Eastbourne venue used previously, that the technical work and performances had been slick and that the children behaved very well. It was reported that the beach opposite had been very useful during rehearsal time but that fewer families from the Eastbourne schools had attended.</i></p> <p>JH reported that the <u>Sports Day</u> had been good but had occurred on a particularly hot day. It was established that cool drinks had been distributed and <u>noted</u> that DR would consider the implications of moving the event to May.</p> <p>JH reported that the <u>New Parents evening and the Teddy Bear's picnic</u> had been good events and noted that many families of the nursery children were present.</p> <p>JH reported that the <u>concert</u> (led by AAT itinerant music teacher) had been very good with many short pieces performed by the children. It was explained that the event could have been more 'slick' and noted that some families left once their child had performed. It was established Year 6 would be included next year and event was a 'congratulatory showcase' rather than an aspirational or music lesson recruitment initiative. It was reported that 18-20 pupils took extra-curricular (paid-for) music lessons during school time with seven being funded by Pupil Premium.</p>	DR
13.	SENDCo Report - <i>The following papers had been pre-circulated 'SENDCo Report to July 17 LAB'. The meeting was informed that the school included many children which needed Educational health Care Plans (EHCP), that over 50% of next year's Year 6 would have Special Educational Needs (SEN) the traveller community appeared to be more permanently based. <u>Action</u>: Clerk to inform SENDCo of 2017/18 LAB dates and include her within each meeting's 'Call for papers' e-mail.</i>	AB



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14.	Pupil Premium Report - <i>The paper, 'Progress Scores including STAR - Report to July LAB' had been pre-circulated.</i>	
15.	Safeguarding – It was explained that six Designated Safeguarding leads are updated each time a teacher reported a new incident or concern upon the Child Protection Online Monitoring System. <ul style="list-style-type: none"> • Do teachers get involved with the children's cases? <i>Yes, concerns are updated and checked and Social Workers are informed straight away.</i> • Will there be many children on the Special Education Needs/Child Protection needs list in the new Year R? <i>Yes. Year 1 has a few too.</i> • Is this why Year 1 classes will be mixed? <i>Yes, to gain a better spread.</i> 	
16.	Health & Safety – Not discussed.	
17.	AAT Policies agreed by the Board - <i>The following papers had been pre-circulated; 'AAT Emergency and Continuity Plan - April 2017', 'AAT Educational Visits Policy March 2017 070617', 'AAT HS Policy - March 2017', 'AAT Appraisal Capability Policy Feb 2017 070617', 'AAT Complaints Policy - March 2017 070617' and 'AAT - Financial Management Handbook March 2017 120617'. The LAB was informed that the school's Crisis Management policy had been superseded by the AAT Emergency & Continuity Plan and established that the school had correctly completed its school-specific sections.</i>	
18.	Governor Activities for 2017/18 – No more events to allocate until Nov LAB. <u>Action:</u> Circulate staff a list of organisations, professions and trades to be considered and approached to take table-top stands and/or make presentations. AB to e-mail DR's list to governors for their ideas & contacts. All to liaise with DR.	DR AB All
19.	Any Other Business – None	
20.	Items for Future Agenda – <i>The following paper had been pre-circulated; '20 Questions for Local Academy Boards Self Evaluation Sheet'.</i> <ul style="list-style-type: none"> • English Lead Update – DW (Action from July LAB) • PSHE & British Values – RR (Carried forward from 2016/2017 LAB Plan) • LAB Self Evaluation (20 Questions) – <u>Action:</u> All to consider responses. 	All
21.	LAB Meetings - Weds 8 th Nov, Weds 7 th Feb, Weds 16 th May and <u>Mon 9th July.</u> Regional Council Meetings, Chair & Head - The July meeting had been rearranged to 20 th Sept at King Offa, the remainder scheduled for 22 nd Nov at Glenleigh Park, 21 st Feb at Oakwood and 6 th June at Heron Park.	

Meeting ended at 5.40pm.

Actions – Unless otherwise noted, actions should be complete or in-process by the subsequent meeting:

- LB Book training & offer school's training room to Science Lead training providers.
- LB Conduct Teacher Voice re Science.
- LB Forward the Science Action plan.
- JR Timetable 'Golden Mile' time for each class for each non-PE day.
- RB Liaise with Head of City Academy Whitehawk re links with professional football facilities.
- RB Benchmark Premier Sports contract/service report to Nov LAB. Liaise with DR re financial aspects.
- RB/AB Forward rag-rated 2016/2017 PE Action Plan to AB to circulate to LAB – **Completed by next day.**



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- AB/DR AB to lodge request with SGOSS. DR to continue direct search/identify for SEN governor.
- TG Check own records for SEN notes for the LAB file.
- LO Complete 'Prevent' training & forward certificate to Clerk.
- JH Add 'Vulnerability of Pupil Premium funding' to Trust Risk Register.
- SS Attend and report on the 18th July, Year 6 Leavers events.
- JR Initiate and gather teacher communications re 'Stretching the More-Able'.
- AB Add to draft July LAB agenda, 'Rewards & Recognition for the More-Able'.
- All/DR All to consider trades & inspirational speakers/table stand holders for 22nd Jan - Aspiration Week event. E-mail leads/contact detail to DR.
- DR/RW DR to request that SENCo discuss integration of Nurture children into mainstream.
- JH To seek Trust clarification re obligation to provide Nurture facility.
- DR/AB DR to request DW to update Nov LAB re English & Reading/AB to add to draft agenda.
- DR Revise SIP to incorporate the Beach School focus.
- DR Develop 'Pupil Voice' to include more questions re 'Growth Mindset'.
- DR Ask Executive Team to conduct a 'Take 5' session.
- AB Inform SENDCo of the LAB dates & include her within each 'Call for Papers' e-mail.
- AB Ask SENDCo to repeat same report structure for future reports.
- DR Circulate to staff a list of potential organisations, professions & trades to be considered and invited to have table-top stands and/or make presentations on 22nd January.
- AB/All Circulate DR's list of ideas & contacts for Aspiration Week. All to liaise with DR.
- All/AB All to consider responses to LAB Self Evaluation/AB to add to draft November agenda.