



## Glenleigh Park Primary Academy Local Academy Board Meeting Minutes

**Meeting Date: 10th May 2017, 3.50pm**

Governors Present: Jon Hodson (JH) - Chair; Tina Greenwood (TG); Sam Sango (SS)  
Jan Vickers (JV); Ruth Russell (RR)

Also Present: Debbie Redman (DR) - Head of School; Jo Richardson (JR) - Deputy Head  
Sherri Wilkinson (SW) - Early Years Lead; Anna Bartlett (AB) - Clerk

Apologies: Lois Ottley (LO)

Item	Discussion/Decision	Action
1.	<p><b>Welcome</b> - Everyone was welcomed to the meeting.</p> <p><b>Apologies for Absence</b> - Lois Ottley's apologies were accepted and the meeting was informed that owing to work commitments, Pat Bond had resigned from the LAB. The LAB was reminded that as governor PB had monitored Special Educational Needs for three years and were informed that PB had been thanked for her valued contribution.</p> <p><b>Declaration of Interests for this meeting</b> - None presented.</p> <p><b>Items for Any Other Business</b> - There was an agreement that the LAB needed to appoint a governor conversant with or who had a special interest with Special Needs and agreed which contacts would be approached to fill the vacated role. The LAB was informed that the charity which sourced governors, 'SGOSS' was advertising for potential governors and that it had no local contacts to offer schools.</p>	
2.	<p><b>Early Years Update</b> - The LAB was informed that SW was the lead teacher for Early Years, was a member of the Senior Leadership Team, taught for part of the week in Year 2 and ran the interventions directed to Nursery and Year R children. It was explained that though the school's target for Good Level of Development (GLD) for last year had been 83, this year's focus in Early Years was upon attaining a score within the '70's. The meeting was reminded that LO had monitored and had been pleased with the Maths element of Early Years work of the school.</p> <p><b>Governors questions, comments and support re the Early Years included:</b></p> <ul style="list-style-type: none"> <li>• <b>How well do you find Year R integrating with the whole school?</b> <i>Year R and nursery children carry out their Phonics work together, sometimes in the school and sometimes in the nursery. We find that Year R's like working in the nursery as much as the nursery children like the sessions in the primary school and this shared Phonics work helps with the transition process, but more interaction would be good.</i></li> <li>• <b>Are you seeing earlier GLD attainment now that there are more interventions provided in Early Years?</b> <i>Yes, the interventions have made a massive difference.</i></li> <li>• <b>In the past we have struggled with parental involvement with Maths. Would the encouragement of parent-led interaction with Maths games within Early Years be a good time to encourage Maths engagement?</b> <i>Yes. Parents are already encouraged into the school to assist with the Friday Phonics Chest activities. Fun Maths could become part of the transition activities.</i></li> <li>• <b>Is there an opportunity for changing Early Years to the full Foundation Village option, or are you happy with the present mix?</b> <i>The independent learning and structure is working well here.</i></li> </ul>	



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	<ul style="list-style-type: none"> <li>• <b>It is good to work with the skill-set of the staff</b> – <i>The skill-set here is outstanding and it works well. The children are excited by their learning.</i></li> <li>• <b>Can we record the level of development from our nursery is better than others?</b> <i>We have found that the children from our nursery out-perform the others. We have also found that our assessments of a child’s ability are more accurate than the assessments provided by other nurseries.</i></li> <li>• <b>Is there any more support that you would like?</b> <i>We would like more input to the outdoor Year R area, but that is a costing issue.</i></li> </ul> <p><i>SW was thanked and she left the meeting at 4pm.</i></p>	
3.	<p><b>Governorship Administration</b> - <i>Governors were thanked for submitting their ‘Pen Portraits’ which were uploaded to the website subsequent to the meeting.</i></p>	
4.	<p><b>Minutes of the last LAB Meeting</b> - <i>The paper, ‘LAB Minutes GPK - Feb 2017’ had been pre-circulated.</i></p> <p>The minutes were <b>agreed</b> at the end of the meeting – See Item 17.</p> <p><b>Review of Actions:</b></p> <p>DR            Research after-school reading options - <b><i>In preference to providing a book/reading club the school had extended its use of the Accelerated Reader programme and was lending the Accelerated Reader books borrowed from King Offa Primary so the pupils had appropriate reading material at home.</i></b></p> <p>LO/JV        Submit a pen portrait to the school office and ask them to take your photo for publicity purpose - <b><i>JV’s Submitted.</i></b></p> <p>AB            Check school office for TG’s SEN notes for the LAB file - <b><i>Request unsuccessful. Action revised to TG to check own records</i></b></p> <p>LO/JV/SS    Complete Prevent training &amp; forward certificate to Clerk - <b><i>JV’s &amp; SS’s received. Action retained re LO.</i></b></p> <p>JH            Sign updated Behaviour Policy - <b><i>JH to check with school office.</i></b></p> <p>DR            Encourage parents to complete Ofsted’s Parent Voice - <b><i>16 entries on line and parents continually canvassed..</i></b></p> <p>JH            Conduct ‘Teacher Voice’ - <b><i>Complete. Teachers reported feeling undervalued; it was suspected that this was related to the remuneration and the national pay scale.</i></b></p> <p>SS/AB        Forward notes/report on gov visit re IT to AB to circulate and file – <b><i>Completed.</i></b></p> <p>All            E-mail any Safeguarding certification to the Clerk. <b><i>Complete and training log updated.</i></b></p> <p>AB            Enquire with office re Prevent certificates submitted by DR and RR - <b><i>Request unsuccessful. Advised to put request to business manager.</i></b></p> <p>AB            Add to July agenda - Annual review of Self Evaluation 20 Questions - <b><i>Added.</i></b></p> <p>JH            Establish where funds are kept and potential interest rates to levy. <b><i>Completed – Interest too insignificant to consider.</i></b></p> <p>JR/RC        Ask RC to take the laptops to nursery to assist with on-line admissions to YR - <b><i>Places offered. Office liaising with nursery families for admissions form.</i></b></p> <p>DR            On the displays, explain the logbooks and the reward system - <b><i>The deficiencies with the log-book system were explained as a continuance of rewarding children for improved work/behaviour rather than consistently good work/behaviour. Action revised to ‘Explain the new reward system within the newsletter’.</i></b></p> <p>DR            Gather the long-serving staff references needed - <b><i>Complete.</i></b></p> <p>All            Consider other measures re closing the attainment gap - <b><i>See Items 10 &amp; 11.</i></b></p> <p>AB            Add to next agenda: Discussion re other measures to close the gap - <b><i>Added.</i></b></p>	<p>TG</p> <p>LO JH</p> <p>AB AB</p> <p>DR</p>



## Glenleigh Park Primary Academy Local Academy Board Meeting Minutes

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	DR DR  DR/PT DR	Circulate deeper Pupil Premium fund analysis - <b>See Item 10.</b> Report to next LAB re impact of withdrawal of pupil premium funding - <b>It was reported that this year's Pupil Premium funding amounted to £217,000 which equated to the entire budget for classroom support staff. It was explained that this element of school funding was not ring-fenced and was therefore vulnerable. JH was <u>actioned</u> to add Pupil Premium to the Trust's Risk Register.</b>  Review the E-Safety Policy and present to next LAB meeting - <b>See Item 14.</b> Update of the contacts list in the Crisis Management Policy.	JH
5.		<p><b>Governor Training</b> - It was noted that TG and JV had attended the March governor training session re Primary School Data, that apologies had been received from DR, JH, PB, SS, LO and RR and that the PowerPoint slides used had been issued to all governors and trustees. Governors were asked to note that the 7<sup>th</sup> June training would be held at The Gatwick School from 4-6pm and would cover Ofsted, Changes and Expectations. DR, TG, JH, RR and JV accepted the invitation to attend and DR offered a car-share opportunity.</p> <p><b>Online Channel Prevent Training:</b> Governors JV, TG, JH and SS were thanked for forwarding their 'Prevent' training certificates.</p>	
6.		<p><b>Chair's Update</b> - The LAB was informed that the Trust now had a three-year financial plan, which was strong and included the changes to the national funding formula. It was explained that of the AAT schools, only Glenleigh Park would be adversely affected by the new funding formula. It was explained that the expected effect re the new 30-hour funded nursery places had been discussed and that following 'due diligence' particularly with respect to the condition of its buildings, the City Academy Whitehawk in Brighton would be joining the group of AAT schools. It was explained that with expansion of the Trust, each school would see a reduction in its contribution to the central costs. The LAB was also informed that the Finance &amp; Audit Committee had reviewed the Risk Register and that no new emerging risks had been identified.</p> <p>It was reported to the LAB that the board had reviewed and was comfortable with the attainment at each school and that a reduced fee for the Paragon Curriculum had been offered and would be benchmarked so value for money could be evaluated but the meeting was informed that the new cost of Paragon was comparable to other curriculum budgets. The LAB was reminded of Aurora's ranking over other Multi-Academy Trusts and that this had meant that more schools were interested in joining the AAT network.</p>	
7.		<p><b>Update by Head, plus Forthcoming Announcements</b> - <i>The following paper had been pre-circulated; 'Heads Report to LAB 10.5.17'.</i></p> <p>The LAB was informed that the new format of the Heads Report was in-line with report presented to the Chief Executive and the Regional Director. It was reported that the school would lose 47 Year 6 children at the end of Term 6, but welcome 60 into Year R, in September. It was explained that many needs had been identified within the new Year R and that local special schools were all full. The LAB was informed that the school's high number of Child Protection cases was more than double the number of the previous year, was reminded that no extra funding was directed to meet those children's needs or to meet the Government's expectations and the correlation between child protection and exclusion logs was discussed.</p>	



## Glenleigh Park Primary Academy Local Academy Board Meeting Minutes

Meeting Date: 10th May 2017, 3.50pm

	<p><b>During discussion, governors asked and contributed as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>Another local school recently experienced a doubling of its child protection cases.</b></li> <li>• <b>Is Child Protection part of the Special Educational Needs Coordinator role?</b> <i>No.</i></li> <li>• <b>Do we have enough support in place for this rise in Child Protection work?</b> <i>We would like a Safeguarding person across the network as this would help us with training, it would provide an overview so each school could focus upon their main safeguarding and teaching and learning roles.</i></li> <li>• <b>Schools can contract a limited amount of Level 2 Child Protection support, but they cannot contract-in Level 3 support.</b></li> <li>• <b>How do other heads feel about the cover of their Child Protection work?</b> <u>Action</u> agreed: JH to take request for trust-wide Safeguarding role to Regional Standards Council.</li> </ul> <p>The meeting was informed that to date, SATs week had been smooth and that the papers were as per expectation but explained that pupil mobility and staffing issues would have adversely affected the Phonics result. The LAB was informed of the teacher appointments made and the recruitment needed for September and of the issue in Year R where no present staff would be in post. The LAB was informed of the impact felt within the classrooms of having four gaps in the teaching assistant team, but that all the staff had been very supportive of each other. The LAB was informed of the school's request to the Trust to ring-fence its reserves so the school could fund necessary IT and building work and governors <u>agreed</u> to attend and report on the forthcoming school events as follows: Sports Day 19<sup>th</sup> June, (Wet weather alternative: 20<sup>th</sup> June) – JH; Paragon Spectacular 28<sup>th</sup> June – RR; Year 6 Leavers events – SS; New Parents Evening 13<sup>th</sup> July – JH. The LAB meeting date was revised to Monday 10<sup>th</sup> July 3:45pm to facilitate the New Parents Evening.</p> <p><b>During discussion, governors asked and contributed as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>Were the SATs papers 'fair'?</b> <i>Yes. Last year the issue was largely around the vocabulary and the topics used in the Reading paper which were not 'accessible' to all.</i></li> <li>• <b>Please can we thank Damon Willer the English Lead for attending the LAB meetings and thank the entire Year 6 team for their work - Agreed.</b></li> <li>• <b>How many teachers are expected to leave?</b> <i>Five and they are all leaving for good reasons; another will be taking maternity leave. If we do not appoint experienced Year R teacher we may need to ask the computing lead to act as lead teacher for Early Years.</i></li> </ul>	<p style="text-align: center;">JH</p> <p style="text-align: center;">JH RR SS JH</p> <p style="text-align: center;">DR</p>
<p><b>8.</b></p>	<p><b>School Improvement Plan, 'Outcomes to Outstanding'</b> - <i>The updated School Improvement Plan was distributed at the meeting and governors were asked to e-mail questions via the Clerk.</i></p> <p>The meeting was informed that with training scheduled for Term 6 the school would be ready to proceed with the 'Beach School' initiative from September.</p> <p><b>Governors enquiries and comments included:</b></p> <ul style="list-style-type: none"> <li>• <b>What progress been made towards becoming an 'Eco School'?</b> <i>The LAB was informed that two members of staff would be trained and that weekly initiatives would be explained to pupils and rewards would be presented in the Celebration Assembly for turning-off lights, projectors, etc.</i></li> </ul>	



## Glenleigh Park Primary Academy Local Academy Board Meeting Minutes

Meeting Date: 10th May 2017, 3.50pm

	<ul style="list-style-type: none"> <li>• <b>Has anything been removed from the SIP?</b> <i>No. If an item is not achievable it would have been marked in red.</i></li> <li>• <b>When will the final review of the SIP be?</b> <i>This is scheduled for the first LAB meeting of 2017/2018.</i></li> </ul>	
<b>9.</b>	<p><b>Governor Visit Reports and Updates</b> - <i>The following papers had been pre-circulated; 'Health &amp; Safety Report - Gov TG to LAB 10.5.17', 'Safeguarding Report - Gov TG to LAB 10.5.17', 'Attendance Report - Gov TG to LAB 10.5.17', 'Gov SS visit record - Oct 2016 - Intro visit', 'Gov SS visit record -Nov 2016 - IT visit', 'Gov SS visit record - April 2017 - IT Update visit', 'Gov JV meeting record - March 2017 - Pupil Premium' and 'Gov LO Report to LAB 10th May 2017 - Early Years'.</i></p> <p>The governors were thanked for visiting the school and for producing quality monitoring reports.</p> <p><u>Health &amp; Safety</u> - It was explained that the school had a reasonable local authority Health &amp; Safety Audit score of 72%, that a clear action plan with some tight timescales had been issued, that shortcomings within the recording system had already been resolved and that the next local authority visit was expected in two years. The LAB was reminded that the hall would remain vulnerable until the planned works to the entrance area were complete and the facility located behind a key-coded door. The LAB was informed that as the school did not want 'unknown' cars using the car park but as it did not have an access entry system the school now logged all staff and visitor car registration details.</p> <p><u>Safeguarding</u> - It was reported that TG had delivered additional Safeguarding training to the Designated Safeguarding Leads and had delivered Safeguarding training to all Aurora Trust staff at the start of the academic year. It was also reported that that DR attended the Designated Safeguarding Lead meetings for local schools, explained that the Child Protection Online System (CPOMs) was now in school and that senior staff were familiarizing themselves with it. It was also reported that the school had reviewed and improved the contracted sports teachers' child protection recording system.</p> <p><u>Attendance</u> - It was reported that attendance was very good and that the due to much hard work administering the procedures in a robust manner and that procedures with respect to lunchtime administration of first aid taking of the afternoon register had been revised.</p> <p><u>ICT</u> - It was reported that the new IT equipment was now being used and that the full implementation of the ICT action plan had been affected by the need for the lead teacher to teach more class sessions than planned. The meeting was informed that the teachers used DB Primary to assist them with delivering the IT curriculum and that the school was keen to open a computing club in Term 1.</p> <p><u>Pupil Premium</u> - It was reported that the school's careful evaluation of the impact of the Pupil Premium expenditure had been monitored. It was explained that almost half of the children attracted this funding and although a decrease in the number of Pupil Premium children was expected, there remained a high proportion (40%) in Year R. It was explained that eligible families did not suffer a stigma, but many had not realized that their benefit situation needed to be communicated for extra funding to be released to the school. It was reported that 80% of the schools Speech &amp;</p>	



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Meeting Date: 10th May 2017, 3.50pm

	<p>Language work was directed to Pupil Premium children and that it was because of the therapist's work with the Pupil Premium children that the school was able to provide Speech &amp; Language service to other children. JV reported that she had been impressed with the range of initiatives funded and explained that the money being directed to the Pupil Premium children helped to settle the entire school.</p> <p>The meeting was informed that the Maths intervention teacher was funded by the Pupil Premium budget and explained that although it was difficult to evidence what a child would have achieved had they not been supported, case studies were prepared so impact could be evidenced, rigorously reviewed and adjusted.</p> <p><u>Mathematics in Early Years:</u> See Item 2 for discussion re Early Years.</p> <p><b>Governors enquiries, comments and suggestions re the governors reports included:</b></p> <ul style="list-style-type: none"> <li>• <b>Is it just the Hall which at risk?</b> <i>The hall and the reception staff are at risk. At present there is only one line of entry but it is now normal to pass through two lines of entry. When the school is full we will change this entrance area.</i></li> <li>• <b>Are the entrance/reception costings on the financial plan and has the risk category re the reception staff and hall been lodged?</b> <i>Yes, there are no major risks but there is a potential risk.</i></li> <li>• <b>Governors car registrations need to be added to the separate governor signing-in records and checked annually on the governor contacts sheet.</b> <i>Action: AB to update templates.</i></li> <li>• <b>Attendance is really good when you consider the catchment and cohort.</b></li> <li>• <b>Collecting National insurance numbers with the admissions form can help –</b> <i>As part of the pre-admission Early Years home visit, we now take the appropriate form with us and often return to the school with it completed.</i></li> <li>• <b>There has been a big improvement with the school's ICT. Well done.</b></li> <li>• <b>I like your 'next targets' in the Pupil Premium report. This report is exactly what the LAB wanted.</b></li> <li>• <b>Is the data to shared regularly with the governors?</b> <i>Yes Pupil Premium will remain as a standing item on the agenda.</i></li> </ul> <p>The governors were thanked for visiting the school and for producing quality monitoring reports. All governors were asked to continue to monitor their area and to report changes and improvements to the LAB.</p>	AB
10.	<b>Pupil Premium Report –</b> See Item 9.	
11.	<p><b>Closing/Limiting the Attainment Gap –</b> <i>Pupil Premium discussed in Item 9.</i></p> <p>The meeting discussed initiatives that did not involve money and included initiatives such as the teacher knowing which children (and workbooks) formed this group and prioritizing the marking this group's work.</p> <p><b>During discussion, governors questions and contributions were as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>At the September meeting, could we be updated on the work aimed to stretch the 'More-Able' children?</b> <i>Action: JR to request a response from teachers. AB to add to agenda, 'Rewards &amp; Recognition for the More-Able'.</i></li> </ul>	JR



## Glenleigh Park Primary Academy Local Academy Board Meeting Minutes

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	<ul style="list-style-type: none"> <li>• <b>Do teachers set a challenge or target for the following term and discuss the target with each pupil?</b> <i>Yes it is part of the 'Growth Mindset' focus and it forms part of each child's statement for literacy and numeracy.</i></li> <li>• <b>There has been rapid movement in Maths in one class -</b> <i>Yes, some Year 5's go to Bexhill College for focussed work at their level. <u>Action:</u> Add to draft July LAB agenda, 'Rewards and Recognition for the More-Able Pupils'.</i></li> </ul>	AB
12.	<b>SENCo Report</b> - The meeting was informed that with the return of the SENCo from maternity leave, the school would continue to prepare case studies, but they would be in more depth. DR was <u>actioned</u> to request a SENCo report for the July LAB which included case studies and new initiatives.	DR
13.	<b>Safeguarding</b> - Please refer to discussions in Item 9.	
14.	<b>Approval of School Based Policies</b> - <i>The following papers had been pre-circulated; 'PSHE Policy GPPA 2016' and 'e-safety policy draft'.</i>  It was <u>agreed</u> that governors be given seven days to communicate to the Clerk with any questions or changes requested to the PSHE or the E-Safety policy and that no communication would be understood as governor agreement and approval. <u>Action:</u> LO to be informed by AB of timeframe; all to liaise with AB before 17 <sup>th</sup> May and AB to forward governor queries and suggestions to JR.  <b>Governor questions and contributions were as follows:</b> <ul style="list-style-type: none"> <li>• <b>Has either policy changed greatly?</b> <i>No.</i></li> </ul>	AB/All/ AB
15.	<b>AAT Policies agreed by the Board</b> - The meeting was informed that minor adjustments had been agreed to the Pay Policy so increases above one pay scale would be forwarded to the Finance & Audit Committee for consideration. It was explained that the Headteachers had contributed the Employment Manual and that permitted levels expenditures had been revised in the Scheme of Delegation. It was explained that the documents were available to governors upon request.	
16.	<b>Governor Activities for 2016/17</b> - See Item 7. Governors were invited to the Summer Fair, 23 June.	
17.	<b>Any Other Business</b> - The minutes of the February 2016 LAB meeting were <b>agreed</b> as a true and fair account by those present, then signed by JH.  It was established that as RR would maintain strong links with staff throughout her maternity leave and that the LAB and RR would welcome the staff being canvassed as to whether they would prefer to have an active staff member to cover the role for one year; in which case the staff would put forward and agree upon a temporary staff governor. DR to <u>action</u> .  Governors informed the meeting of a request for leavers hoodies. DR <u>agreed</u> to research the costs.  Governors opened a discussion about the provision of careers talks and it was established that the school had initiated its first 'Aspiration Week' during the previous year. <u>Action:</u> DR to choose a week and circulate the dates to governors.	DR  DR  DR



## Glenleigh Park Primary Academy Local Academy Board Meeting Minutes

Meeting Date: 10th May 2017, 3.50pm

	<p><b>Governor questions and contributions were as follows:</b></p> <ul style="list-style-type: none"> <li>• Advise governors what careers contacts the school would like and governors will try to encourage some good local leads.</li> <li>• It would be good to involve some speakers from the 'Trades' and from organisations like the Fire Service as well as from the business community.</li> </ul>	
18.	<b>Items for Future Agenda</b> - Updates from Science, PE and Maths Leads, plus SATs and Phonics Results and Safeguarding.	
19.	<b>Dates of Meetings, 3.45pm</b> - Next meeting adjusted to <u>Monday 10<sup>th</sup> July</u> from Thurs 13 <sup>th</sup> July. See Item 7.	

Meeting ended at 5.30pm.

### **Actions:**

- TG Check own records for SEN notes for the LAB file.
- LO Complete Prevent training & forward certificate to Clerk.
- JH Check that the updated Behaviour Policy has been signed.
- AB Enquire with the business manager re Prevent certificates submitted by DR and RR.
- DR Explain the school's reward system in the newsletter.
- JH Add an item to the Trust's Risk Register re vulnerability of Pupil Premium funding.
- JH Take request for trust-wide Safeguarding role to Regional Standards Council.
- JH Attend and report on the Sports Day 19<sup>th</sup> June, (Wet weather alternative: 20<sup>th</sup> June).
- RR Attend and report on the Paragon Spectacular 28<sup>th</sup> June.
- SS Attend and report on the Year 6 Leavers events.
- JH Attend and report on the New Parents Evening 13<sup>th</sup> July.
- DR Thank the English Lead for attending the LABs and thank the Year 6 team for their work.
- All Note revised LAB date from Monday 10<sup>th</sup> July, 3:45pm to Monday 17<sup>th</sup> July, 3:45pm.
- AB Governors' car registrations to be added to the governor's signing-in records.
- AB Governors' vehicle registrations to be added to the governor contacts sheet.
- JR Initiate and gather teacher communication re stretching the more-able children.
- AB Add to draft July LAB agenda, 'Rewards and Recognition for the More-Able Pupils'.
- DR Request a SENCo report for the July LAB, including case studies and new initiatives.
- AB Inform LO of timeframe for queries re policies.
- All Liaise with AB by 17<sup>th</sup> May re any queries re E-safety and PSHE policies.
- AB Forward to JR governor queries and suggestions re PHSE and E-Safety policies.
- DR Canvass the staff to consider RR to continuing her staff governor role during her maternity leave or to put forward and agree to temporary staff governor cover.
- DR Research the costs of leavers hoodies for Year 6.
- DR Choose dates for Aspiration Week and circulate to governors.