



## Glenleigh Park Primary Academy Local Academy Board Meeting Minutes

**Meeting Date: 8<sup>th</sup> November 2017, 3.54pm**

Governors Present: Jon Hodson (JH) - Chair; Debbie Redman (DR) - Head of School  
Sam Sango (SS); Ruth Russell (RR); Jan Vickers (JV)  
Tina Greenwood (TG); Lois Ottley (LO)

Apologies: None

Quorum: Quorate with four governors. Seven governors present.

Also Present: Jo Richardson (JR) - Deputy Head/Maths Lead; Damon Willer (DW) - English Lead  
Anna Bartlett (AB) - Clerk

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

Item	Discussion/Decision	Action
1.	<p><b>Welcome</b> – The Clerk welcomed everyone including LO who was connected via the teleconference link. It was explained that the Vice Chair, TG would start the meeting as both JH and SS were expected, later. The telecom link was soon lost during Item 1 but was regained for Item 10.</p> <p><b>Apologies for Absence</b> – None.</p> <p><b>Declaration of Interests for this meeting</b> - None presented.</p> <p><b>Items for Any Other Business</b> – One JH item tabled.</p>	
2.	<p><b>Maths Lead Update</b> – JR reported that the Term 1 STAR Assessments had revealed that the Pupil Premium children’s attainment matched the rest of the school whose overall Maths performance was 48% either at or above Age Related Expectation (ARE). It was reported that 16% of the school performed at above ARE and that girls outperformed the boys. The performance for each of the year groups was discussed and governors were reminded that whilst these STAR assessments were good indicators, they marked marginally higher than SATs. It was reported that the new afterschool Maths club for Year 3 pupils and their parents had proved useful and that the facility may be extended to other year groups. The meeting was informed that the teaching assistants had recently had some Maths training, that the teaching staff met monthly to discuss Maths and that the trust’s Maths leads now met termly to enable the sharing of good practice and action plans. The governors congratulated the school when it was reported that a group of pupils had attended and out-performed many at an inter-school Maths masterclass.</p> <p>SS joined the meeting at this point.</p>	
3.	<p><b>Physical, Social &amp; Health Education (PSHE) &amp; British Values Lead Update.</b> <i>The following paper had been pre-circulated; ‘PSHE and British Values’.</i> The LAB was informed of the PSHE assemblies, of new PSHE resources in school, of the strength in the whole school following the same curriculum simultaneously and that during their recent visit, Ofsted had been very satisfied with the PSHE provision.</p> <ul style="list-style-type: none"> <li>• <b>Do we have a PSHE/British Values display board?</b> <i>Yes and we have plans to refresh it with new material.</i></li> </ul>	
4.	<p><b>English Lead Update</b> – <i>The following paper was circulated at the meeting ‘English Action Plan 2017/18’.</i> DW informed the meeting that Glenleigh Park continued to struggle with Reading attainment. It was reported that research was in-hand to find a new Reading Scheme for the Special Educational Needs children, that a termly ‘raffle’ to reward pupils for reading was being considered but that methods to enthuse families to read with the children at home also needed to be considered. The LAB was informed that nearly all the reading books had all been levelled and labelled so the children could be directed to choose suitable books for their ability. It was explained that the children took short quizzes of the books they had read. It was explained that the questions were similar to SATs questions, that the process</p>	



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	<p>effectively kept a log of read material and that everyone in school had been enthused by this 'Accelerated Reader' process. It was emphasized that all the ideas to promote reading needed to be kept fresh and the meeting was informed that in order to increase reading opportunities, links had were being developed with a retirement home with the aim to have residents making reading visits the school and for children make return visits. The LAB was reminded that the SATs Reading paper included many questions re inferred information and that many children found these questions especially hard.</p> <ul style="list-style-type: none"> <li>• <b>There will be parents with insufficient reading skills –</b> <i>We are considering a lunch time Reading Club so pupils can read with adults.</i></li> <li>• <b>Do the children see adults read?</b> <i>The Drop Everything and Read (DEAR) process where everyone read for a few minutes, worked well last year.</i></li> <li>• <b>Do the children have pictures of themselves reading?</b> <i>Yes. Last year we had a photo competition of pupils reading in unusual locations.</i></li> <li>• <b>Could a new rota be arranged for parents coming into read?</b> <i>Yes we could mailshot the Key Stage 1 families.</i></li> </ul> <p>The LAB was informed of the impending cross-academy cluster meeting, where action plans and good practice would be shared by the English leaders. It was explained that the children now reflected upon their own pieces of writing and used the left-hand side of the page to justify their use of a style of writing and to indicate the improvements they could make to their text. It was explained that this system effectively displayed the writing process. DW was congratulated for sharing this system with the local authority English leaders, who had embraced the concept.</p> <ul style="list-style-type: none"> <li>• <b>Will you share this pupil writing reflection and justification concept across the cluster?</b> <i>Yes, the children are effectively monitoring their own skills and gaining a deeper understanding of how to improve. It will also help to reduce teacher marking time.</i></li> </ul> <p>DW left the meeting at 4:10pm.</p>	
5.	<p><b>SENDCo Report -</b> <i>The following paper had been pre-circulated, 'GPPA SEND gov report 2017'. It was reported that owing to the large number of children needing Educational Health Care Plans (EHCPs) the school had contracted some administration assistance to help process the applications and explained the SENDCo now had enhanced understanding of the process since attending EHCP panel meetings. The LAB was also informed of the number of Looked After Children (LAC).</i></p> <ul style="list-style-type: none"> <li>• <b>Would a year group be re-mixed if a class had a high proportion of SEN children?</b> <i>This may depend on the category of the SEN and the personalities involved.</i></li> </ul>	
6.	<p><b>Governorship Administration –</b> <i>The following paper had been pre-circulated, 'Declaration of interest form for all AAT Members, gops, trustees,cmte members 2017-2018', 'Keeping children Safe in Ed', 'Social Media Policy' and 'LAB member checklist'. It was noted with the exception of TG, all governors present had submitted their Annual Declaration of Interest, had updated their contact details and that all governors including LO and TG had signed that they read the Keeping Children Safe in Education document and the Social Media Policy. <u>Action:</u> LO to submit Annual Declaration of Interest. TG informed the meeting that owing to her impending employment by the Trust, she would resign her from her governorship before her start date. The LAB <u>agreed</u> that TG continue her Safeguarding Governor</i></p>	LO



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	<p>role until the date of her resignation. The meeting was informed that TG had made contact with a potential governor and it was <u>agreed</u> that the Clerk proceed with the governor recruitment process.</p>	
7.	<p><b>Minutes of the last LAB Meeting - The paper, 'LAB Minutes GPK - July 2017' had been pre-circulated.</b> The minutes were <b>agreed</b> as a true and fair account by those present and signed by JH at the end of the meeting.</p> <p><b>Review of Actions:</b></p> <p>LB Book training &amp; offer school's training room to Science Lead training providers - <b>Completed.</b></p> <p>LB Conduct Teacher Voice re Science - <b>Added to Action Plan.</b></p> <p>LB Forward the Science Action plan – <b>Completed.</b></p> <p>JR Timetable 'Golden Mile' time for each class for each non-PE day - <b>Completed.</b></p> <p>RB Liaise with Head of CAW re links with professional football facilities - <b>Completed.</b></p> <p>RB Benchmark Premier Sports contract/service report to Nov LAB. Liaise with DR re financial aspects – <b>In process and on Action Plan. Also noted that Premier Sports were no longer based on-site.</b></p> <p>RB/AB Forward rag-rated 2016/2017 PE Action Plan to AB to circulate to LAB – <b>Completed.</b></p> <p>AB Lodge SEN governor request with SGOSS – <b>Completed, request open but no contacts.</b></p> <p>DR Continue search for SEN governor – <b>Unsuccessful. SS offered to encourage her contact.</b></p> <p>TG Check own records for SEN notes for the LAB file – <b>Action discharged.</b></p> <p>LO Complete 'Prevent' training &amp; forward certificate to Clerk – <b>Action carried forward.</b></p> <p>JH Add 'Vulnerability of Pupil Premium funding' to Trust Risk Register - <b>Completed.</b></p> <p>SS Attend and report on the 18<sup>th</sup> July, Year 6 Leavers events – <b>Complete – Event reported as 'brilliant' with fond memories for everyone.</b></p> <p>JR Initiate &amp; gather teacher comms re 'Stretching the More-Able' – <b>Noted for Action Plan.</b></p> <p>AB Add to draft July LAB agenda, 'Rewards &amp; Recognition for the More-Able' - <b>Completed.</b></p> <p>All/DR All to consider trades &amp; inspirational speakers/table stand holders for 22<sup>nd</sup> Jan - Aspiration Week event. E-mail leads/contact detail to DR. <b>Action on-going. Resilience speaker identified. Govs requested to link DR with more contacts for table-top presenters to represent/inspire/inform re trade/profession/career/vocations.</b></p> <p>DR/RW DR to request that SENCo discuss integration of Nurture children into mainstream. <b>Actioned and initiated some carefully considered crossovers from Nurture into mainstream.</b></p> <p>JH To seek Trust clarification re obligation to provide Nurture facility. <b>Carried forward.</b></p> <p>DR/AB DR to request DW to update LAB re English &amp; Reading/AB to add to agenda - <b>Completed.</b></p> <p>DR Revise SIP to incorporate the Beach School focus - <b>Completed.</b></p> <p>DR Develop 'Pupil Voice' to include more questions re 'Growth Mindset' - <b>Completed.</b></p> <p>DR Ask Executive Team to conduct a 'Take 5' session – <b>Actioned but yet to be conducted.</b></p> <p>AB Inform SENDCo of the LAB dates &amp; add her to 'Call for Papers' e-mail - <b>Completed.</b></p> <p>AB Ask SENDCo to repeat same report structure for future reports - <b>Completed.</b></p> <p>DR Circulate to staff a list of potential organisations, profs &amp; trades to be invited to have table-top stands and/or make presentations on 22<sup>nd</sup> January – <b>Action completed. Work in progress.</b></p> <p>AB/All Circulate DR's list of ideas &amp; contacts for Aspiration Week. All to liaise with DR. <b>See above.</b></p> <p>All/AB All to consider responses to LAB Self Evaluation/AB to add to draft Nov agenda – <b>Deferred to Feb LAB agenda.</b></p>	<p>SS</p> <p>LO</p> <p>JH</p> <p>JH</p> <p>All</p>
8.	<p><b>Chair's Update –</b> Item 8 was taken after Item 19. JH reminded the LAB of the weekly Head/Chair meetings and informed of his planned 'Take 5' session. The LAB was informed that the trust had recruited two independent members with finance, school business management and business experience to serve the newly reformed Finance, Audit &amp; Human Resources Committee. It was explained that the Board meetings were now attended by trustees only and that officers would be invited 'on occasion'. The LAB was informed that the board had retained the CEO's trusteeship for a further year, that it had been very concerned about attainment in one school and that it had discussed the attainment action plans. The LAB was informed that the trust had been successful at audit and that the Board had approved the budget for the new trust-wide Safeguarding Lead.</p> <ul style="list-style-type: none"> <li>● <b>Did the trust add Pupil Premium to the Risk Register and can the Risk</b></li> </ul>	



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	<p><b>Register be shared with the LAB?</b> <i>The only revision was the up-weight of risk re Standards. Action:</i> JH to check the Risk Register re Pupil Premium and the sharing of the Risk Register with the LAB.</p>	JH
9.	<p><b>Rewards &amp; Recognition for the More-Able</b> – The LAB was informed that the children that scored 110 or more on the STAR Assessments were considered to be ‘More-Able’ and that rewards, recognition and work at greater depth was included on each teacher’s action plan.</p> <p>Teleconnection with LO was re-gained at this point.</p>	
10.	<p><b>Update by Head, plus Forthcoming Announcements</b> - <i>The following papers had been pre-circulated; ‘DR Heads Report 8th November 2017, ‘GPPA SEF Sept 2017’ and ‘Glenleigh Park Academy_2003_2017_Primary Governor Data Pack (September 2017 v1)’.</i> The LAB was informed that despite approaches to new families, the number of children eligible for Free School Meals (FSM) continued to fall and that the new level would have an impact upon the school’s funding. The meeting was informed that 3% of pupils were ‘static-travellers’ and were reminded that some of the learning and values were different from non-traveller community. The LAB was reminded of the constantly-held school view that the present Year 6 was of low ability, that the school had tried many strategies to raise the year group’s attainment and that it had recruited an extra teacher who would start in the new year to prepare that year group for secondary school. It was also explained why the trust’s behaviour expert also worked with them regularly.</p> <ul style="list-style-type: none"> <li>• <b>It is important that Year 6 has this input before they move to Year 7.</b></li> </ul> <p>The meeting was informed of the recent official visit which had researched the cross-curricular healthy living activities within the school. The LAB was informed that the obesity levels within the school had triggered the visit and following thorough, very positive research, the inspector had been very impressed with the school’s activities. The inspector established that the issue lay with the community and the school should continue to improve the attitude of the children towards healthy living. The LAB was informed that this was the first inspection for the PSHE and Physical Education subject leaders and that it provided them with useful professional experience.</p> <p>JH arrived at 4:35pm.</p> <p>The LAB was informed that the Hastings Direct sponsored breakfast club was now in its third and final year of funding; SS offered and was <u>actioned</u> to negotiate continued Hastings Direct support. The LAB was informed of further integration of nursery and Year R children’s activities so that the ‘Foundation Village’ would be operational from the start of the new year. It was reported that all the schools in the trust’s East Sussex cluster were now ‘Beach School’ trained and that a notice would be included in the newsletter to advise families that pupils would need wellington boots on Beach School days.</p> <ul style="list-style-type: none"> <li>• <b>Could we also ask families to donate their out-grown wellington boots to the school.</b> <i>Action agreed.</i></li> </ul> <p>It was reported that the local authority-appointed School Improvement Partner (SIP) had visited each class, had challenged the teaching and outcomes and had established that her overriding view was that the school remained ‘Good’. The</p>	<p style="text-align: center;">SS</p> <p style="text-align: center;">DR</p>





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	<p>meeting was informed of recommendations made with respects to bringing the Self Evaluation Form into line with the School Improvement Plan and the Common Assessment Framework and the LAB was informed that the review of the SIP would be on the next LABs agenda.</p> <p>It was reported that all the actions identified from the local authority's 2017 Governor Data Pack had been included in the teachers' Action Plans.</p>	
<p><b>11.</b></p>	<p><b>School Improvement Plan - 'Outcomes to Outstanding'</b> - Referred to February meeting.</p>	
<p><b>12.</b></p>	<p><b>Governor Visit Reports and Updates</b> - <i>The following papers had been pre-circulated; 'LAB Health and Safety Report 8.11.17', 'LAB Attendance report 8.11.17' and 'LAB Safeguarding report 8.11.17'. See also Items 14 &amp; 15.</i> The LAB was informed of the scheduled <b>Health &amp; Safety</b> meeting to review the action plan and of the new local authority target for <b>attendance</b> which had been raised 1% to 96%. The East Sussex County Council 'Get-a-Grip' attendance campaign was discussed and explained that pupil attendance in the county was lower than in neighbouring counties but that the school followed the local authority's (unchanged) procedures. The strength of the school's attendance officer and governor follow-up procedures were discussed and the school's quick route system re Child Protection and Safeguarded children was explained.</p> <ul style="list-style-type: none"> <li>• <b>We have robust processes and we don't authorise absences do we?</b> <i>We do not authorise absences, but penalties cannot be levied to all holiday absences.</i></li> <li>• <b>We need to deflect some concerns straight back to the local authority's Education Support, Behaviour &amp; Attendance Service.</b></li> </ul> <p>SS had reported in Item 7 that she had attended the <b>Year 6 leavers events</b> and reported that the leavers event was 'brilliant' and included many fond memories for everyone. JH reported that the <b>new parents evening</b> had been very positive, explained the each of the new Year R teachers had been present and that it was encouraging to see so many siblings joining the school. SS informed the meeting that she had attended the <b>teddy bears picnic</b> for new families and that the bag given to each family from the teachers had been very welcoming and well received. The meeting was then informed that the recent Ofsted Healthy Living visitor had noted how well settled the Year R children were.</p>	
<p><b>13.</b></p>	<p><b>Pupil Premium Update</b> - <i>The following papers had been pre-circulated; 'Pupil Premium Action Plan 2017 2018' and 'Term 1 assessment data LAB'.</i> <b>Governors noted</b> the detail of the plan and were informed that the amount of public money necessitated this level of reporting. The LAB was informed that data sheets showing Pupil Premium versus non-Pupil Premium attainment were used at every meeting related to standards and was informed of the book scrutinies to identify gaps between these groups of children. The LAB was informed that teachers were informed of any change in the gaps so they could see and understand when and why gaps enlarged and shrank. Potential funding for 'Active Schools' classes and the potential use of in-house dance expertise was discussed.</p>	
<p><b>14.</b></p>	<p><b>Safeguarding – (Head &amp; TG verbal report)</b> <i>The following paper had been pre-circulated; 'LAB Safeguarding report 8.11.17', see Item 12.</i> <b>Governors enquired</b> if the Employment Policy had been uploaded to the website; it was later established</p>	



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	<p>that had not been and would be redressed. It was reported that the school was making good use of the Child Protection Online Management System (CPOMS). It was explained that although it was time-consuming, CPOMS had ensured that all incidents and information was up-to-date, accessible centrally and that it had simplified the reports needed for Child Protection meetings. It was reported that the Safeguarding Audit was underway, that it was a good checking process and that the Audit would be complete by the deadline.</p> <ul style="list-style-type: none"> <li>• <b>Does CPOMS include historical data?</b> <i>No.</i></li> </ul> <p>It was noted that the governors had all signed the declaration saying they had re-read the Keeping Children Safe in Education document and the Social Media.</p>	
15.	<p><b>Health &amp; Safety (Head &amp; TG verbal report)</b> - see <i>Item 12 and 14</i>. The meeting was informed that the Site Manager presented the Health and Safety meetings with ideas and issues for consideration. When <b>governors enquired</b> about the coded door entry system on the internal entrance area it was explained that though the main entrance system remained safe, the entry system was being reviewed as there was an issue with respects to access pupil and Breakfast Club access to and from main reception area. <u>Action</u>: DR to discuss with the CEO the entrance layout, pupil flow and security.</p> <ul style="list-style-type: none"> <li>• <b>Are the points raised by the Health and Safety Audit the same points as those raised in other schools?</b> <i>Yes.</i></li> <li>• <b>We <u>need</u> to keep raising the issue of the internal entry system.</b></li> </ul>	DR
16.	<p><b>School-Based Policies</b> - <i>The following papers had been pre-circulated; 'Prevent strategy Oct 17', 'SAFEGUARDING POLICY FOR GPPA 2017 2018' and 'Physical Education Policy'.</i> It was noted that the above policies had been adopted by the school had been circulated for reference purposes and that a Risk Assessment re Prevent was <u>needed</u>.</p>	DR
17.	<p><b>AAT Policies agreed by the Board</b> - <i>The following paper had been pre-circulated; 'AAT Exclusion of Pupils Policy 280817'.</i></p> <ul style="list-style-type: none"> <li>• <b>Have there been any changes to the rules re exclusions?</b> <i>Yes. Unless more information needs to be gathered, the Head can no longer defer to the end of a 5-day temporary exclusion a decision to permanently exclude.</i></li> <li>• <b>The 5-day period was useful.</b> <i>It was, but it is now instant.</i></li> </ul>	
18.	<p><b>Self Evaluation of LAB (Chair)</b> - Deferred to next meeting.</p>	
19.	<p><b>Governor Activities for 2017/18</b> - TG was thanked for her valued support and contribution to the LAB as governor and the meeting was reminded that TG had potentially identified a suitable candidate to succeed her. It was <u>agreed</u> that a fresh rota of subject leads would be created to be invited to update the 2017/18 LAB meetings and the governor roles were <u>agreed</u> as follows:</p> <p><u>Safeguarding &amp; Welfare</u>: TG, until her governor resignation date as it had been established that the potential governor was suited to this role. <i>Subsequent to the meeting it was decided that JH would take on this role</i></p> <p><u>Attendance</u>: LO</p> <p><u>Health &amp; Safety</u>: SS</p> <p><u>SEND</u>: JV</p> <p><u>Teaching &amp; Learning</u>: RR and SS</p>	DR



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	<p><u>Early Years:</u> LO and possibly the new governor  <u>Pupil Premium:</u> JV  <u>English:</u> LAB.</p>	
20.	<p><b>Any Other Business</b> - It was announced that a Gold Medal Beach Volleyball Olympian was scheduled to visit in November and that this opportunity would be used to promote the schools Healthy Eating and Beach School activities to the school community. It was explained that the day would include a sponsored circuit in which the first £250 would be contributed towards the Athlete's training costs then some of the remaining raised funds may be directed towards a new Golden Mile track.</p> <p>Governors were invited to many forthcoming events and <u>agreed</u> to the following:          New Parents Sessions, morning and evening – RR and JH, to 6pm session          Year 1 Carol Celebration – RR and LO          Year R Nativity Play – SS          Aspiration Week – JH.</p>	
21.	<p><b>Items for Future Agenda</b> – None.</p>	
22.	<p><b>LAB Meetings- All governors, 3.45pm</b> - 7<sup>th</sup> Feb, 16<sup>th</sup> May &amp; <u>Mon</u> 9<sup>th</sup> July.  <b>Governor GLI Training - All governors, 4pm</b> - 15<sup>th</sup> Nov at King Offa - FFT &amp; Aspire, 7<sup>th</sup> March at City Academy Whitehawk and 13<sup>th</sup> June at Heron Park.  <b>Regional Council Meetings - Chair &amp; Head, 4:30pm</b> - 22<sup>nd</sup> Nov at Glenleigh Park, 21<sup>st</sup> Feb at Oakwood and 6<sup>th</sup> June at Heron Park.</p>	

Meeting ended at 5.35pm.

**Actions to be carried out before the next meeting, unless stated otherwise.**

- LO Submit Annual Declaration of Interest
- DR/SS Continue search for SEN governor
- LO Complete 'Prevent' training & forward certificate to Clerk
- JH Seek Trust clarification re obligation to provide Nurture facility
- All/AB All to consider responses to LAB Self Evaluation/AB to add to Feb agenda
- JH Check Risk Register re Pupil Premium and permission to share Risk Register with LAB
- SS Negotiate continued Hastings Direct support for the breakfast club
- DR Ask families to donate out-grown wellingtons for Beach School activities
- DR Discuss with the CEO the entrance layout, pupil flow and security
- DR Carry out a risk assessment re Prevent
- DR Develop a rota of subject leads to be invited to update the 2017/18 LAB meetings.