



**APPROVED MINUTES OF CAREW LGB MEETING HELD ON TUESDAY 17TH
MARCH 2015 AT 4pm AT THE SCHOOL**

Members: Mr R Mills (Chair)
Mr J Prior (Principal)
Mrs A Acik
Mr S Brooks
*Mrs T Conaghan
Mr E Murphy
*Mrs K Phillips
Mrs J Sherborne
*Mrs N Summers

*Denotes absence

Also Present: Mr B Geen-Vice Principal
Mr C Smillie-Assistant Vice Principal
Mr D Thomas-Head of
Mrs T Goodsell-Clerk to the Governors

Mr Mills opened the meeting and explained that this second meeting of the term is intended to be a more informal meeting for discussion items.

1. Apologies

Apologies for absence were received from Kelly Phillips, who is currently on maternity leave.

Mrs Conaghan and Mrs Summers did not attend the meeting.

2. Declarations of Interest

There were no declarations of interest.

3. Constitution and Appointments.

- i) Governors were advised that a vacancy exists on the governing body to replace Mr Vines, who has resigned. The clerk advised that there is currently a gap for a person with HR skills to fill the HR portfolio role. Mr Mills said that he will seek to find a governor, possibly from Marks and

Spencer's who are supportive of their employees carrying out governance duties.

- ii) Governors were asked to consider the appointment of Janet Sherborne as Vice Chair. Mr Geen asked whether Mrs Sherborne had a conflict of interest as she has a link with OHCAT. The clerk confirmed that advice has been sought on this matter and there is no legal reason why Mrs Sherborne cannot be a governor on the LGB. She also confirmed that Mrs Sherborne is employed by the College, not OHCAT. Mrs Sherborne said that she may review her position on the governing body after the Ofsted inspection as she felt it was important for the inspectors to have a perception that there is a depth of knowledge on the LGB.

Governors **RESOLVED** to elect Mrs Sherborne as Vice Chair and to review her position on the LGB after the Ofsted inspection. Governors also **NOTED** that Mrs Sherborne would declare an interest if there are particular discussions in the meeting that could potentially provide a conflict of interest.

4. Minutes of Last meeting

Governors **AGREED** the minutes of the last meeting held on Thursday 12th February 2015.

5. Matters Arising

- i) Further to minute 5v, governors **NOTED** that an update on the sixth form would be provided under item 10 on the agenda.
- ii) Further to minute 6iii), Mr Prior agreed to find a suitable place to display the vision statement.

Action: JP to ensure that the vision statement is displayed.

- iii) Further to minute 8, governors **NOTED** that this is the second meeting of the term.
- iv) Further to minute 11, governors **NOTED** that this information would be provided at the next LGB meeting.
- v) Further to minute 3, Mr Mills reported that he has carried out an induction with Mr Brooks, the new staff governor.
- vi) Further to minute 5iv), governors **NOTED** that the Safeguarding training has been booked to take place immediately prior to the next LGB meeting on 21st May 2015.
- vii) Further to minute 7, Mr Mills reported that he has now completed his National Leadership Chair's training. He commented that other delegates had commented on the high quality of Carew's Governor

reports, including the portfolio reports. Mr Prior and Mr Geen both emphasised the importance of governors being involved even further (from what is already a strong position) in the life of the school, which will further deepen their knowledge about the cohort of pupils.

6. Portfolio Governor Visits

i) Safeguarding-Portfolio visit 10.3.2015

Mrs Sherborne's portfolio report was tabled. The clerk confirmed that the Single Central Record has now been further updated to include all governors' DBS clearances.

Mrs Sherborne said that the next important piece of work for the school is to further deepen and extend the school's e-safety training; much has been done to date but as this is a such a rapidly changing and fast-moving element of the school's overall safeguarding and safety approaches, it is crucial that updates and advice are of the 'little and often' variety.

Mrs Sherborne had also discussed some of the current concerns about LBS Social Services. Mr Prior reported that Sutton's Headteachers' Board has sent a joint response to Richard Nash, Executive Head for Safeguarding to express their concerns. These include poor response times, excessive caseloads for social workers, lack of follow-up and the absence of key people at core Child Protection meetings. Mr Nash has responded to the letter assuring the Board that many of the weaknesses are being addressed; additionally, some of the concerns were not accepted as such. Mr Prior has shared this with Mr Mills and Mrs Sherborne. Mr Prior said it is important for governors and the SLT to be aware of these issues and to actively feed back to the Local Safeguarding Children's Board (LSCB). Mr Geen and Mr Smillie are following up on specific cases.

Mrs Sherborne thanked Mr Geen and Mr Smillie for their time.

ii) Finance-Portfolio Visit-6.3.2015

Mrs Acik's portfolio report was tabled.

Mrs Acik said that she had produced her report on a different template which gives a RAG rated format. Governors discussed the current £4k surplus and it was recognised that this small surplus allows no margin for unplanned events

Governors asked about contingencies plans. Mr Prior said that it would be possible to move money from different cost centres, if the school continued to exercise financial responsibility for the remainder of the Academy's financial year. Governors expressed some concern that if a large amount was needed this would not suffice. Mr Prior said that he would liaise with Corrina Jenkins

and possibly contact the EFA to see if there are exceptional circumstances to run a deficit budget. However, it should be noted that at this stage, despite the very small projected surplus, the budget is being well-managed and confidence is strong that we will return on budget.

There was a discussion about agency staff and the current target to reduce supply costs by 5% year on year. Governors discussed what they felt would be a reasonable but aspirational figure for the number of staff substantively employed by the Academy for this time next year (it currently stands at just under 90%). It should also be noted here that staff turnover is considerably reduced, with staff retention now significantly higher than 12-18 months ago. Of the 61 staff employed in Jan 13, 65.6% are still with the school; of the 65 staff in Sept 13, 67.7% are still with the school; of the 58 staff in Sep 14, 96.6% are still with the school. This indicates that there was a period of high turnover of staff, but that the school is now experiencing more stability as we have recruited committed and competent staff for the school.

Governors **AGREED** to rephrasing this target to read 95% substantive staffing rather than 5% reduction on supply costs.

Mr Prior said a continued, strong emphasis on staff attendance is also crucial, as this supports a healthy budget, increases our financial options (through reduction in costs) and maximises continuity for pupils.

Action: HR to provide Mrs Acik with a grid showing sickness/absence in each staff group, in order for governors to chart progress over time.

Mr Mills asked whether governors could be provided with a premises update at the next meeting.

Action: Mr Prior to provide a premises update at the next meeting

iii) Marketing and Business Development-Portfolio Visit

Mr Mills report was tabled.

He said that the marketing budget has been identified as £3.4k. There are 6-10 weddings per year generating an income of approx. £2000k each.

The marketing material was reviewed which showed that the school has benefited from the high quality work of the Orchard Hill College marketing team.

Mr Mills said that he is producing a Borough magazine and will ensure that Carew will be on the front page. He will also include information on using the school as a wedding venue and asked whether the school had any photos he could use to promote the venue.

Action: The Clerk to contact Kayleigh McLeod in the marketing team at Orchard Hill College to ask her to take some photos of the school.

iv) Teaching and Learning-Portfolio visit 10.3.2015

Mrs Sherborne's portfolio report was tabled.

She explained that she had carried out this visit as Mrs Phillips is now on maternity leave.

Mrs Sherborne had carried out a learning walk with Mr Prior during lesson 4 and 5 and was impressed by the good conduct behaviour of the pupils, who were taking pride in their work and showing strong attitudes to learning. She had discussed with Mr Prior the KS2 cohort which is changing in regard to their complex needs, especially in relation to much of the rest of the school.

Mrs Sherborne noted that the building continues to be a concern and she commented that the ASD department has not been redecorated to the same standard as the rest of the school. This is due to the new 'rolling programme' of works not having yet fully covered all of this area (although some improvements have been made, and are will be further improved over Easter, such as the link archway and the boys' toilets).

Mrs Sherborne thanked all those involved in her visit, particularly the students.

Governors **RECEIVED** all of the portfolio reports.

7. Chair's Report

Mr Mills said that he intends to write to all the parents/carers via the website, on behalf of the governing body this term. He will focus on the work governors have done this term to embed the ethos of the school.

Mr Prior confirmed that the vision statement is on the website. He said that there now needs to be an action plan through the summer term to and embed the ethos throughout the school. Some of this work has already started – for example, as part of the Rights Respecting Schools Award – but there is more to do. This will be a focus for the first INSET day after the Easter break.

Mr Mills confirmed that he would be happy to attend that day and Mr Prior agreed to give him a time slot for this.

Action: Mr Prior to confirm a time slot with Mr Mills.

Mr Geen invited all the governors to attend the whole school achievement assembly on 27.3.2105 at 9.10am, where he would introduce the governors to the parents.

Governors **RECEIVED** the Chair's report.

8. Monitoring of Quality of Teaching

Mr Mills asked about the format of the observations of teaching and learning.

Mr Prior said that there are both announced and part-announced observations, which includes full observations (45 mins), drop-in visits (15-20 minutes) and learning walks (which are variously themed and may at times include short drop-ins to classrooms of up to 5 minutes). A schedule is sent out to all staff at the beginning of each half term so that there is transparency. He said that formal observations are usually, but not always, fully announced. Part-announced observations are sometimes graded but not always, depending on whether the observer feels there is enough evidence to assign a grade. Unannounced observations are only carried out occasionally and generally a function of learning walks.

Mr Prior said that there needs to be a balance to ensure observations are meaningful and productive and to avoid any cross-over of monitoring to ensure that teachers are not over-monitored, which is always a risk when the school is so actively holding staff to account for their quality.

A written assessment of observations is almost always given, exclusively so in the case of full, formal observations.

Mr Mills also asked whether teaching assistants are observed.

Mr Geen said that TAs are regularly observed and given written and verbal feedback. The relationship between the teachers and the TAs is also observed. Mr Geen said that observations often show commonalities which enable SLT to adapt training to address any over-arching issues. The longer term aim is to distribute line management of the TAs to the teachers. He added that it is important to make sure that the appraisal, capability and pay policy are appropriate for teaching assistants.

Mr Geen said it is important to monitor thoroughly to ensure value for money, but the school recognises that staff can be assessed too much and the process can become counter-productive.

Mr Smillie said the process is supportive and collegiate but adjustments can be made according to current circumstances. The leadership team wants to develop staff and provide the pupils with the best education. Mr Prior endorsed this and said that as a result of this, the school has moved from a Grade 4 to (by the school's current own self-evaluation) a good school but now is a timely point to stop and look to refine the process.

Mr Smillie said it has been useful to carry out observations at other settings i.e. Chantry school, which enables managers to observe with a 'fresh pair of

eyes'. Mr Mills said this highlights the benefit of a Multi Academy Trust which gives the ability to share expertise.

Governors **RECEIVED** this verbal report from the SLT team.

9. Teacher Appraisal Process

Mr Prior explained that every teacher is set targets in September on;

- Quality of teaching
- Pupil Achievement
- Curriculum Development.

Within this process, teachers are supported to reflect on their own personal and training development.

Interim reviews are carried out termly with a final summary at the end of the summer term. As the appraisal cycle runs October – October, the final review is carried out early in the Autumn Term, alongside the setting of new objectives for the forthcoming year. The appraisal system is pay-related and pay recommendations based on performance are made to the Pay committee to approve or challenge.

The teachers' Termly Evaluation Schedule (TES) makes a summative judgement, typical across each term, and thus the year, based on a the full-range of evidence that is linked to the DfE Teachers' Standards. As an academy, Carew does not have to adhere directly to the Teachers' Standards but we feel that they are comprehensive and it is best practice to do so.

Mrs Acik asked whether teachers mentor other teachers as this can be a good motivational tool. Mr Prior said that although this does happen informally, discussion are currently underway to formalise this system through the summer term. Teachers have requested it and the school is in a place where Mr Prior believes that it is now appropriate to have it as part of the regular cycle of monitoring and support.

Mr Geen said there also needs to be an ongoing review of the impact of the therapists on teaching and learning. Some of this is already in place (for example, Kat Simpson, Subject Lead for English) has already instigated some actions here and is monitoring the impact.

Governors **RECEIVED** Mr Prior's verbal report.

10. Support for more/most able pupils

Mr Geen said that there is a 'Green Group' for the more/most able pupils, which includes those that are attaining at the highest levels (in comparison to their school peers) for Maths and English. 'Potential high achievers' and

'gifted and talented' pupils, who may be gifted in drama or music for example, are also identified via a collegiate approach amongst the teaching team.

Subject specific teachers have been asked to set these pupils challenging but achievable targets. These have been returned to BG and are evaluated and monitored. This will provide an audit that can be shared with Ofsted. Staff are being trained to stretch these pupils through setting extra challenges, work extensions etc. Carew is also creating links with other provisions i.e. one year 11 pupil who demonstrates a talent for art is attending Carshalton Girls for art lessons related to her GCSE work. Increasingly, there is flexibility to look at where pupils' needs can be best met, even if that is not always in their year group; also, some pupils within the ASD provision, now come out of that provision to join the maths and English GCSE groups, with appropriate pastoral support to help them access learning most effectively.

Governors **RECEIVED** Mr Geen's verbal report.

11. Sixth Form Update

Mr Prior reported that there are currently circa 10 confirmed places for the sixth form for 2015-16. It is anticipated that more will be received over the summer term and the final number of applicants could reach circa 15. Discussions are ongoing with regard to the location of the sixth form, although at this stage, off-site is favoured, possibly at Orchard Hill's Carshalton College campus.

A high level overview of the curriculum was presented to the parents in January, and Mr Prior will work closely with Ashley Jordan-Diaper, Head of Orchard Hill College to refine the curriculum. A new prospectus is being produced with help from Alice Godwin, Orchard Hill College's Marketing Manager.

Mr Prior said that the school will need to advertise soon for someone to lead the sixth form, most likely immediately after Easter.

Governors **RECEIVED** Mr Prior's verbal report.

12. Any Other Business

- i) Mr Prior was asked whether he had any indication of when the Ofsted inspection might take place. Mr Prior confirmed that he was not aware of any indication of an inspection date but he is aware that new schools are expected to be inspected within the first two years of opening (and the summer term is the last term within that window). It is important that the school remains 'Ofsted ready'.

- ii) Mr Mills reported that there is a meeting on Monday 23rd March with Tracey Trotter, Executive Head of Business Services at Orchard Hill College, Councillor Simon Wales, Lead Councillor for Finance, Resources and Premises and Mandy Cherrington, Head of Economic Renewal and Regeneration to tour the school premises with a view to considering alternative options for use of the school when more suitable premises are found.

13. Date of Next Meetings

The date of the first summer term meeting was confirmed as Thursday 21st May 2015 at 4pm. Governors **NOTED** that the meeting would be preceded by a training session from Jackie Van West, Director of Learning Support Services at Orchard Hill College on Safeguarding.

Action: The clerk to arrange a further LGB meeting in the second half of the summer term.

14. Confidentiality

There were no items deemed to be confidential.

The meeting closed at 5.35pm

CHAIR----- DATE-----