

**MINUTES OF THE CAREW LOCAL GOVERNING BODY MEETING HELD ON
TUESDAY 05th MARCH 2019 AT 4.00PM**

Members: Mr Jamie Bean (Chair) – JB
Mr Rob Watkins (Principal) – RW
Mr Stephen Brooks (Staff Governor) – SBr
Mr Kevin Leggatt (Governor) – KL
Ms Ruth Duggan (Governor) – RD
Mr Emmett Murphy (Governor) – EM
Mrs Kirsty Cottrell (Governor) – KC

Also present: Mrs Helen Morris (Vice Principal) – HM
Mr Joe Shepherd (Head of Upper School) – JS
Ms Natalie Taylor (Head of Middle School) – NT
Ms Lucy Davey (Head of Lower School) - LD
Mrs Allison Grainger (Director of Teacher Development) – AG
Mr Mike Wood (Director of STEM) – MW
Ms Louise Cooper (Director of English and Literacy) - LC
Mrs Sandra Butcher (Parent Governor) – SBu

Mr Norman McDonald (OHCAT Management Accountant) – NMc
Ms Rachael Tucker (Clerk) – RT

* denotes absence

1. APOLOGIES

No apologies for absence were received.

2. WELCOME AND INTRODUCTIONS

JB welcomed everyone to the meeting and introductions were made.

3. DECLARATION OF INTEREST

There were no new declarations of interest.

4. CONSTITUTION AND APPOINTMENTS

- i. Governors noted that the term of office for Sandra Butcher and Joy O'Connor ended on 02 March 2019. Nominations to be sought for 2 parent Governor vacancies. On behalf of the LGB, JB thanked SBu & JO for their hard work and support during their term of office.

ACTION: RT - To provide RW with draft letter seeking nominations for Parent Governors for onward delivery to all parents/carers.

- ii. Governors noted that Kevin Leggatt tendered his resignation from the LGB on 18.02.2019 which has created a vacancy for a Finance and Resources Portfolio holder. KL was present at the meeting and confirmed that this would be the last meeting he would attend. On behalf of the LGB, JB extended thanks to KL for all his support, expertise and commitment over his term of office. RW said that it might be possible for a Governor with relevant expertise to be identified through the Parent Governor Nomination process.

5. MINUTES OF THE LAST MEETING

The minutes from the previous meeting were **APPROVED** and signed by the Chair as an accurate record.

6. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

- i) Further to item 7(i) RW confirmed that the results of the Pupil Survey were available on the Key Information area of the Carew Academy website. All results from the latest formal round of surveys are now completed and accessible via the website. On behalf of the LGB, JB thanked all staff responsible for completing the work carried out on surveys.
- ii) Further to item 7(iii), SBr confirmed that the website is fully legally compliant. Checklist to be circulated.

ACTION: RW - To circulate current compliance checklist.

- iii) Further to item 10, JB confirmed that he had submitted reports on visits to the school.
- iv) Further to item 12, RW to check that David Scott's suggestions around Safeguarding have been followed up.

ACTION: HM - To update Governors about suggestions in Summer Term meeting.

7. FINANCE AND FUNDING (NMc Management Accountant in attendance)

- i. Governor Portfolio Report – verbal report provided by KL. There has been increased income due to additional student enrolments and additional expense due to more staff. There are no particular causes for concern. Amounts owed by LB Sutton have now been cleared down. There is a very good relationship between NMc and RW

painting a very positive picture to how they work together to address financial issues.

Governors **RECEIVED** the verbal report

- ii. The Management Accounts – NMc presented the accounts to 31 January 2019.

There are a total of 223 funded students, 27 above PAN. The cost of agency staff between now and the end of year has just been examined in some detail and the position will continue to be monitored to year end. Operating costs are in line with budget. Premises costs are over budget due to unexpected essential maintenance works to toilet facilities and the need to convert an office into a classroom to accommodate additional student numbers. The forecast Operating Surplus at year end is £23k. NMc and RW will continue to meet regularly to ensure expenditure is kept overall in line with budget.

OHCAT has assigned invoice processing to a single staff member. The change in arrangement has resulted in some catching up to be done however this has now been achieved.

Reserves at end of year are forecast to be £707k which is a very positive position to be in. JB asked if increasing student numbers was creating greater economies of scale, NMc confirmed it did however the challenge ahead will be for managers to balance raising costs against increasing income. SBr asked if the short term strategy of increasing student numbers would continue longer view. RW said that the new building had a capacity of 246 pupils. The amount of investment necessary in the current building would be significantly reduced in the new building. With significant savings in property maintenance and despite no increases in funding from government, investment in expanding provision can still be realised. JB noted there is a lot of talk in the press and pressure for government to increase funding to schools. RW said that the school currently pays for expensive offsite provision e.g. for construction courses. If such provision can be offered without the need for outsourcing then additional savings can be realised.

JB noted that £700k is a high value for reserves. NMc confirmed that a target of 90 cash days is the OHCAT policy and currently Carew Academy is forecast at 59 cash days at year end. JB said it is an important question for the Trust, if the actual risk of not being able to meet pay commitments from reserves is really so high. NMc acknowledged that 90 cash days, which is equivalent to approx. £1M, is a very healthy reserve pot, however in the current premises the need to maintain a healthy reserve is a powerful case costs that dip into reserves year on year are to be avoided, it is for specific projects such as converting rooms into classrooms and unexpected maintenance costs. SBr asked what the mechanism for changing the target is. NMc

said it can be included on the risk register and put to OHCAT Board to decide. SBr asked if there was a sufficient reason to dip in reserves could a case can be made. LD asked if it could be spent on a project for the new school. NMc said that if a case were put to the OHCAT Board for spending on a specific project they would give it fair consideration. RW said there may well be opportunities for projects once the new building is complete, it was difficult at this point to plan that far ahead and a view can be taken what expansion on that site might be possible in the future. EM asked if the reserve was ring-fenced for Carew Academy. NMc confirmed that the money cannot be used at another school.

RW reviewed the finance dashboard within the management accounts. Long outstanding debt is now reduced to just a couple of payments from Ealing. Much work has been done on catching up on invoicing. RW noted that the per capita funding from LB Sutton is the lowest of all the LAs being less than £10k. SBr asked if that was comparative i.e. students not varying in complexity of need across LAs RW confirmed it was comparative and overall a quarter of the pupil population is from outside the LB Sutton.

Governors **RECEIVED** the report

8. GOVERNOR DISCUSSION AND CHALLENGE

i) PRINCIPAL'S REPORT

Governors received the Principal's Report.

There are 223 students on roll 2018/19. Year 7 places for 2019/2020 are oversubscribed. The number of commissioned places has increased from 195 to 205 for next year but the forecast is for over 230 students. Numbers above 205 will be commissioned on a Place Plus basis, which requires additional process to obtain funding. There was 1 fixed term exclusion during Autumn 2 and no others this academic year. This student is dual registered with Sherwood Hill. There is 1 student on dual registration from Sherwood Hill. Additional classroom space has been identified and work completed to build capacity for the additional student places.

2 new teaching posts have been filled. Teacher of Art & Photography (following staff member leaving at Christmas) and Teacher of PE (following staff member reducing number of days in September). In addition, appointment of a Senior Learning Leader in PE. No resignations have been received. There are a number of agency TAs in post, which may convert to permanent staff after an extended period.

The new Health & Safety online system has been launched to all staff. 1 accident occurred on a school trip resulting in long term absence for a member of staff. There is 1 possible nomination for the OHC&AT Health & Safety Committee.

Much positive feedback has been received and is published on the website. No complaints have been raised this year.

Governors received report on School Improvement actions and progress.

All staff remain focused on Literacy and Numeracy. The use of Progression Maps is to start in September to track EHCP targets together with training to staff on setting smart targets. SLT is working hard to develop outside partnerships including establishment of a Sutton Specialist Provision Group for collaborative working and sharing of expertise.

A RAG rated tool to measure progress against Gatsby benchmarks has been developed.

A new consultant has been engaged for fresh perspective and check robustness of previous reviews.

New curriculum pathways have been developed for sixth form and all school pathways for next September.

A new staff shout 'out board' is located in the staff room for any staff member to acknowledge when someone has gone above and beyond, all present are invited to view. There is discussion on the possibility of a staff councillor for staff with particularly challenging students and looking into the use of trauma and emotional coaching.

The list of school events to the end of term was noted. SBu asked if it was possible for a calendar of events to be published on the website. RW reported this had been agreed and is in development with Clair Hill in the marketing team, in the meantime parents would continue to be informed of events by letter, email and text.

SBr asked what background the new consultant had and what impact was expected. NT advised that he has a SEN background, works with the SLP in improving outcomes and how to demonstrate improved outcomes. He is also an Ofsted inspector and it's anticipated his involvement will be very beneficial.

EM asked if some quotes from the compliments could be included in the report to get a feel of the feedback being received.

ACTION: RW – To circulate quotes from compliments received to be included in papers for Governors

Governors **RECEIVED** the report.

ii) DASHBOARD

The Dashboard was tabled and apologies given for late production due to problems accessing the portal.

There are 223 pupils on roll. There are 27 pupils with attendance below 90% and 9 categorised as being of serious cause for concern. A weekly report is sent to all staff for their tutor group so that they can identify these students. Staff inform SLT immediately if any of these students don't attend so that interventions can be made.

There are no significant issues to report on behaviour. HM reported there is a move away from generalised homophobic slurring as students know it's not appropriate. **KC asked if there was any data on incidents of bullying as 16 pupils in the student survey had said they had been bullied.** HM said some of the pupils struggle with the concept of bullying for example a pupil felt that he had been bullied because another pupil said the football team he supports are not very good. Staff continue to work with students to help them understand what bullying is but the actually bullying rate is believed to be very low. **JB asked how the school defined bullying.** HM said that it was repeated behaviour made with the intention to cause distress to other. RW advised that there was just 1 incident of suspected bullying.

Internal exclusions were up slightly with small groups of students being involved in the same incident rather than separate students being involved in separate incidents. There had been 1 external exclusion.

Pupil progress is now illustrated by term (rather than half term). There are 2 students on Skills for FE giving serious concern in Maths, 4 on Skills for Work in English and 3 for Maths. Interventions are in place.

JB noted that 40% were below target in English on the Skills for Work pathway. RW confirmed that interventions and support have been put in place to support students, but the nature of our cohort meant that these students may have "spikey" profiles and therefore struggle to make good progress in some areas of their curriculum pathway.

RW advised that more refined reports are available e.g. by gender, ethnicity, pupil premium and these can be revisited.

SBr asked of the focus on stretch and challenge had increased the number above target in Skills for FE maths. MW said that there had been more challenge but some pupils are struggling to keep up and might need more support or to be placed in a different group for maths. **SBr said that this suggests they are struggling with the basic level for their pathway.** NT said

it's possible the baseline is too high for some but although English and maths remains a focus overall pupil progress is measured and tracked across a range of other factors including attendance and behaviour. JS said that accreditation may be a factor as some pupils don't cope well with an exam element.

JB asked if the source of this data is from Classroom Monitor. NT confirmed it is just in class assessment of English and maths.

Governors **RECEIVED** the report

NMc left the meeting

9. PORTFOLIO GOVERNOR VISITS

RW invited questions about the Governor Portfolio Visit Reports.

Health and Safety, Child Protection and Safeguarding - EM asked about safeguarding procedures and how they are working. KC advised that there was a new system 'Safeguard' in place for recording safeguarding concerns and the reporting arrangements are very robust. All staff have a log in and the system captures the chronology, actions and discussions. Its use has enhanced the procedures greatly. JB asked if the single central record was up to date. KC confirmed it was and all staff are trained in child protection. HM advised there was a need to for Governors to receive an update on Keeping Children Safe. It was agreed that Governors would receive a training session at the start of the next LGB meeting.

ACTION: RT Clerk - To include Keeping Children Safe item on the agenda for the next meeting.

Ethos, Vision and Strategy - JB reported that the SEF is very comprehensive and overall the visit was very productive.

There were no questions on the Teaching and Learning, HR and Organisation Development and Business Development & Marketing, portfolio visits.

JB thanked Governors and staff for their time in working together on all the visits

KC left the meeting

10. STRATEGIC ITEM – PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE

Governors received the report on PDBW. SBr noted that attendance for 17-18 is 94% and this should be described as outstanding rather than good. HW agreed and that this would be amended and evidence from the Attendance & Family Lead's summary is available to back up the raw data.

The evidence for each of the descriptors was reviewed by Governors.

“Pupils are confident, self-assured learners. Their excellent attitudes to learning have a strong, positive impact on their progress. They are proud of their achievements and of their school.”

JB asked if there were more recent quotes to use from external reviews rather than the Ofsted June 2015 which is a little out of date.

JB suggested that this could be condensed with quotes and evidence from external reviewers to support the stats. EM suggested including stat and quote from the parent survey also.

“Pupils discuss and debate issues in a considered way, showing respect for others’ ideas and points of view.”

JB suggested that the new consultant be asked for an external view. Check for quotes from Unicef visit, Sutton Youth Forum and RAC nurse visit.

“In secondary schools, high quality, impartial careers guidance helps pupils to make informed choices about which courses suit their academic needs and aspirations. They are prepared to the next stage of their education, employment, self-employment of training.”

JB asked to include a report on which Gatsby indicators are being met. EM suggested that students who left last year could be surveyed on how well they had been prepared. RD suggested inclusion of destination data.

“Pupils understand how their education equips them with the behaviours and attitudes necessary for success in their next stage of education, training or employment and for their adult life.”

JB suggested this be rolled into the previous line as the Gatsby evidence is relevant, internal progress data might not be as trusted in the same way that hard data or quotes would be but Gatsby represents a robust set of criteria

SBr asked if the Gatsby assessment could be shared with Governors.

Action: LC – To include Gatsby assessment on the agenda for the next meeting along-side review of Teaching and Learning Curriculum

“Pupils’ value their education and rarely miss a day at school. No groups of pupils are disadvantaged by low attendance. The attendance of pupils who have previously had exceptionally high rates of absence is rising quickly towards the national average.”

JB noted that this included a good combination of quotes and data. EM suggested 1 or 2 case studies be included to show the impact of initiatives to improve persistent absence alongside data and impact.

“Pupil’s impeccable conduct reflects the school’s effective strategies to promote high standards of behaviour. Pupils are self-disciplined. Incidences of low-level disruption are extremely rare.”

There were 106 low level behaviour incidents, 8 medium and 8 high in the Spring 1 term overall a decrease on the previous terms. JB said it was difficult to know how the criteria would be applied. The quote from Sutton Review 2018 was positive. RD said that procedures are robust and JB noted there was just 1 fixed term exclusion the last year.

“For individuals or groups with particular needs, there is sustained Improvement in pupils’ behaviour. Where standards of behaviour were already excellent, they have been maintained.”

JB suggested the Sims data would be better placed here. JB noted that the pupil survey indicated 10% (16) pupils disagreed with the statement that they “have not been bullied this year”. This stat is a reflection of students misunderstanding of what bullying is. EM said the stat wasn’t an issue as long as the school could show how it responded eg with case studies. The parent view from the survey can be added and check of Unicef visit for external view.

“Pupils work hard with the school to prevent all forms of bullying, including online bullying and prejudice-based bullying.”

“Staff and pupils deal effectively with the very rare instances of bullying behaviour and/or use of derogatory or aggressive language.”

JB suggested the above 2 lines be combined.

“The school’s open culture actively promotes all aspects of pupils’ welfare. Pupils are safe and feel safe at all times. They understand how to keep themselves and others safe in different situations and settings. They trust leaders to take rapid and appropriate action to resolve any concerns they have.”

RD suggested the inclusion of the JVW learning walk visit and to replace the statement that referrals to social services are made very promptly with the specific time taken.

“Pupils can explain accurately and confidently how to keep themselves healthy. They make informed choices about healthy eating, fitness and their emotional and mental well-being. They have an age appropriate understanding of healthy relationships and are confident in staying safe from abuse and exploitation.”

JB noted this was difficult to evidence. HM said that stats from a planned whole school audit could be included. JB suggested the new reviewer could be asked for an external view. There are accreditations for healthy living that can be included eg Investors in Children, Silver Unicef Rights Aware, as well as the schools own Safety Curriculum, PSHE and PE lessons. The school now has daily lunchtime clubs and is investigating the Healthy Schools Award.

“Pupils have an excellent understanding of how to stay safe online and of the dangers of inappropriate use of mobile technology and social networking sites.”

JB suggested the addition of planned E safety week and to ask the new consultant for an external view. Quotes from the OHCAT Director of Learning Support Services (JVW) visit. SBr suggested inclusion of stats on interventions arising from safeguarding reports JB agreed this would be good if you could demonstrate a decline overtime. RW said that this topic is covered in every parent tour.

“Pupils’ spiritual moral, social and cultural development equips them to be thoughtful, caring and active citizens in school and in wider society.”

JB suggested the new consultant

JB thanked all for contributing to the report and said that the evidence base is there and just needs to be put front and centre. To take the item forward it was agreed that RW and HM would rework the document subsequent to the JVW visit on 21 March and the new consultants visit in May. JB thanked all for the work to date and looked forward to receiving the update.

Governors **RECEIVED** the report

11. GOVERNOR TRAINING AND DEVELOPMENT

All Governors have been given access to ‘The Key for Governors’ online resource and advisory for school governors. It was agreed that Governors would participate in a short refresher session on Keeping Children Safe at the start of the next meeting.

There was a discussion about reframing the Governors Portfolios to align with the new Ofsted Framework. It was noted that the OHCAT policy was for the Governors Portfolios to be reflected across all the LGBs within the trust. It was agreed that RW would raise the issue with the Deputy CEO.

12. OHC&AT POLICIES AND PROCEDURES

- i. Governors **NOTED** the Policies and Procedures listed approved by the OHCAT Board

NAME	TYPE	STATUS
Appraisal Procedure	Core (HR)	Review
Capability Procedure	Core (HR)	Review
Complaints Policy ACADEMIES	Core	Review
Complaints Policy OHC	Core	Review

Dignity at Work Policy	Core (HR)	Review
Disciplinary Procedure	Core (HR)	Review
Family Friendly Policies and Procedures	Core (HR)	Review
Flexible Working Policy	Core (HR)	Review
Health and Wellbeing Policy	Core (HR)	Review
Induction and Probation Policy	Core (HR)	Review
Managing Sickness Absence Procedure	Core (HR)	Review
Positive Behaviour Policy ACADEMIES	Core	Review
Positive Behaviour Policy OHC	Core	Review
Reorganisation Procedure	Core (HR)	Review
School Teacher Cover Policy	Core (HR)	Review
Whistleblowing Policy	Core	Review
16-19 Bursary Policy	Additional	Review
Anti-Bullying Policy	Additional	Review
Conflict of Interest Policy	Additional	Review
Fraud Policy	Additional	Review

iii. Admissions Procedure

Governors **AGREED** the Admissions Procedures

13. OHC&AT GOVERNANCE DOCUMENTATION

Governors **NOTED** the following documents as approved by the OHC&AT Board and published on the Governors' Portal:

- i. Scheme of Delegation
- ii. Schedule of Responsibilities. Governors noted that the schedule has been amended to reflect the responsibility of the LGB with regard to some fixed-term exclusions.

14. CONSULTATION ON REVISED OFSTED INSPECTION FRAMEWORK

Governors **NOTED** Ofsted's consultation on plans to review and revised the inspection process launched on 16 January for a period of 12 weeks. Governors felt confident that the proposed changes would work well for Carew Academy.

15. ANY OTHER BUSINESS

SBU asked if minutes of the meeting could be distributed as soon after the meeting as possible. The Clerk acknowledged that the papers for this meeting were late in being sent out and papers would be circulated at least 1 week prior to the next meeting date. JB asked if a review of the previous actions could be including on the agenda.

ACTION: Clerk RT - To include the Summary of Actions of the previous meeting on future agenda.

16. DATES OF FUTURE MEETINGS

Governors noted that meetings would take place on:

- Tuesday 11 June 2019 at 4 pm.

The meeting closed at 6.01pm.

Signed: _____ Date: _____

Jamie Bean, Chair, Local Governing Body

SUMMARY OF ACTIONS		
Item 4	The Clerk to provide RW with draft letter seeking nominations for Parent Governors for onward delivery to all parents	RT
Item 6ii	RW to circulate current compliance checklist	RW
Item 6iv	HM to update Governors about suggestions in Summer Term meeting	HM
Item 8i	Quotes from compliments received to be included in papers for Governors	RW
Item 9	the Clerk to include Keeping Children Safe Governor Training item on the agenda for the start of the next meeting	RT
Item 10	LC to include the Gatsby assessment on the agenda for the next meeting along-side review of Teaching and Learning Curriculum	LC
Item 15	The Clerk to include the Summary of Actions of the previous meeting on future agenda	RT