



**MINUTES OF THE MEETING OF THE  
CAREW ACADEMY LOCAL GOVERNING BODY (LGB) HELD ON  
TUESDAY 14 MARCH 2023 AT 4.00PM**

**Members of the LGB in attendance:** James Kearns (JK) - Principal, Sandra Butcher (SB) – Acting Chair, Rebecca Edge (RE), Mandi Larner (ML) – left at 6.05pm; items 1-9 only, Clare Roper (CR) and Natasha Walters (NW).

**Also in attendance:** Katie Swire (KS) - Clerk to the LGB, Natalie Taylor (NT) - Vice Principal/SENCO -, John Davy (JD) - Head of Behaviour and Student Support, Helen Morris (HM) - Vice Principal, Dan Wilkes (DW) - Associate SLT - Head of Computing & Autism Education Trust Leader, and Stuart Alcock (SA) - OHCAT Finance Business Partner – (*items 1-7 only*).

**1. WELCOME AND INTRODUCTIONS**

SB welcomed everyone to the meeting and provided introductions for the benefit of Stuart Alcock, OHCAT Finance Business Partner, attending this first meeting at the school.

**2. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**3. DECLARATIONS OF INTEREST**

The LGB noted that there were declarations of interest to be made.

**4. CONSTITUTION AND APPOINTMENTS**

- i. The LGB noted the resignation of Jamie Bean as Chair of the LGB, with effect from 18 January 2023. The Principal thanked Jamie Bean for his invaluable contribution to the LGB and the school during his time serving as a governor and his leadership as Chair.
- ii. Noting the vacancy for a Chair of Governors, the LGB approved to the appointment of Sandra Butcher as Acting Chair of the LGB. Governors noted that an election will be held at the next LGB meeting on 13 June 2023 to appoint a permanent Chair for the 2023-24 academic year.
- iii. The LGB noted the resignation of Jo Lewis, Parent Governor, with effect from 8 February 2023.
- iv. The LGB noted that there are now three vacancies on the LGB: one governor vacancy, one parent governor vacancy and one staff governor vacancy.

The Principal provided an update on recruitment to fill the vacancies and noted that a letter has been sent out to advertise the parent governor vacancy and invite applications from parents by 31 March 2023. Should

more than one eligible parent apply for the role, a ballot will be held, in which all parents are given the opportunity to vote for their preferred candidate. JK added that Patricia Blake has stepped down from her role as Staff governor, and a letter will be sent to all members of staff, advertising the vacancy, and inviting applications for the role. A further update on the staff and parent governor elections will be provided at the next meeting in the summer term, although it is hoped that both vacancies will be filled by the next meeting. **Action: Clerk/ Principal.**

Governors noted that JK is working with the OHCAT Governance Team to seek candidates to appoint as a governor, with a view to succession planning and becoming Chair of the LGB. JK noted that he has been in discussion with a member of the SLT at a school in Cheam and it is hoped that this individual may consider applying for the governor vacancy and taking on the role of Chair for the next academic year.

## **5. MINUTES OF THE LAST MEETING**

The LGB received and approved the minutes of the meeting held on 22 November 2022, circulated as **Enclosure 05.**

## **6. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

The LGB received and approved the revised Carew Academy Equality and Diversity Procedure and Equality Objectives 2022-23, circulated as **Enclosure 06.**

JK noted that the school has set up an EDI group to discuss and develop ways in which to promote EDI initiatives and embed them into the curriculum. The EDI group meets half termly and many of the suggests events held in school have helped to integrate EDI awareness into the student voice.

## **7. a) PRINCIPAL'S REPORT**

Governors received Principal's report, circulated as **Enclosure 07a.**

JK drew attention to key aspects of his report, which were noted as follows.

### **Finance and Staffing**

JK invited SA to provide an overview of the management accounts. Having asked questions, governors noted that:

- i. The budget has been reviewed to reduce the projected full year deficit of £363,460 to a revised projection of approximately £188,000. This has been achieved through a number of factors, the most significant being the one-off pooling of school reserves.
- ii. Expenditure in certain areas has risen exponentially this financial year, namely, heating and electricity costs, which have risen by more than 400%. Staffing costs have also risen beyond the 2% budgeted for, with increases of between 5-8% for support and teaching staff. These unforeseen costs have impacted the 2022-23 budget and have added approximately £175k of unbudgeted expenditure.

- iii. The school will look to further reduce agency costs and is now only engaging agency workers to cover long term staff absence, or short-term teaching cover. Currently, 90% of agency fees are attributed to TA cover.
- iv. More emphasis will be placed on managing resourcing needs in house, using internal resources for the remainder of the financial year. Key to this, is the re-evaluation of TA resources to ensure that TA staffing levels are distributed evenly across the week to meet the resource needs of the school. This is particularly the case for TA's working part-time, and the expansion of more job-sharing opportunities will be explored to ensure that there is a fully staffed pool of TA's available on any given day, rather than staffing levels that fluctuate across the week.
- v. The current level of TA support is sufficient, with a maximum of 15 TA's on each day, and a minimum of 5, however, the co-ordination of working hours needs to be reviewed to ensure that the right number of TA's are available to support students across the week.
- vi. 11 teachers are currently in the process of undertaking SET qualifications. Three are on track to complete their training by the end of the academic year which will increase their teaching capacity and therefore reduce agency costs associated with teaching cover for these members of staff from September 2023.
- vii. The level of income attributed to staffing costs currently sits at 86%, which is 5% above the recommended level and what was allocated in the budget at the start of the year.
- viii. JK is working with SA to look at ways to increase funding for the nurture hub to develop a sufficient income stream to the school to positively impact the budget from September 2023.

### **Staffing**

There are 31 members of staff at Stage 1 for sickness absence monitoring. The SLT are looking to prioritise a programme of staff well-being to build up resilience among the team and share and develop ways in which staff can manage the challenges of balancing working and home life. NT commented that the rise in the cost of living is having an impact on many staff and one member of staff has recently resigned due to being unable to sustain the salary in the education sector against the increases in household and food bills. Staff are happy and engaged with school life at the Academy; any negativity is related to factors external from the school and this is why the SLT are keen to support staff to help manage the increased pressures associated with rising costs.

### **Students**

The published admission number for this year is 254; there are currently 248 students on roll at the school. Much work is being undertaken to fill the 8 places across the school, however, the placement process is difficult due to significant consideration being required to appropriately match children on the waiting list against existing students, and also to the appropriate pathway and age. To date the matching process has not been successful and many children on the waiting list are not an appropriate fit for the existing students of the school.

### **Attendance and Behaviour**

JD presented attendance data on screen and governors noted that:

- i. Whole school attendance sat at 88% at the end of the autumn term.
- ii. Current attendance data sits at this figure and driving improved attendance remains a key priority for the school. To achieve this, a series of attendance monitoring programmes are in place to focus on key attendance groups; those at 70% or below, those at 80% and those at 90%. Each group has been allocated a member of staff to liaise with students sitting in one of the three attendance groups to proactively manage and respond to any dips in attendance.
- iii. There are currently 15 children whose attendance falls below 70%; five of whom have been categorised as school refusers.
- iv. Current attendance trends have been largely impacted by the Covid-19 pandemic, which has seen changing attitudes towards the prioritisation of school attendance. There are also inherited cases of parental anxiety and student anxiety impacting attendance numbers.
- v. The school liaises with colleagues within the local authority for specific instances of non-attendance, but given the profile of Carew students, intervention by the local authority is not always beneficial, and it is often the case that the school understands and supports attendance management internally for students in partnership with families.
- vi. The school has now moved to the Arbour system to record attendance and behaviour and is no longer using SIMS. The new system is working well and a series of training sessions for staff are being rolled out. One of the benefits of the new system is that attendance monitoring is more detailed, with attendance tracked for each lesson, as opposed to twice a day.
- vii. The change in attendance monitoring system will mean that rolling data comparisons will be challenging to present to the LGB as the Arbour and SIMS system do not interface and data from one cannot be imported to the other. To combat this, data will be presented on a termly basis for governors to review, with comparative data available for scrutiny from September 2023.
- viii. Comparative behaviour data for 2021-22 v 2022-23 shows a rise in approximately 100 instances of behaviour. This can be attributed to an increased reporting of low-level behaviour instances for the current year, which is a direct result of staff training and staff feeling more confident and aware of how and what to log on the system.
- ix. Behaviour data is expected to rise again next term with the introduction of the Arbour system which is more comprehensive and provides more granular data that can be looked at in greater detail which the previous SIMS database could not offer.

### **Student Progress update**

NT gave a presentation on student progress, and governors noted the following:

- i. A robust system is in place for monitoring teaching and learning, with work scrutiny, lesson observations, learning walks and student progress reviewed internally.
- ii. Across the school, teachers are achieving a score of 2a, which equates to a secure 'good' standard of teaching and learning.
- iii. There has been an increase in 1b scores from the summer term 2022 to autumn 2022, which represents a score of 'outstanding' teaching. Similarly, there has been a reduction in 2b scores.
- iv. All 2c scores, which are on the cusp of 'requiring improvement' are closely monitored and at present there are only three teachers with this score. There are no teachers within the school operating below a score of 2c.
- v. 88% of students made good-outstanding progress in Autumn 2022 (the same as Autumn 2021).
- vi. Progress for Pupil Premium students is less than non-PP students and is generally linked to attendance issues. Attendance for PP students is being prioritised to drive progress in this area.
- vii. The dip in progress for the Skills for Life cohort summer v autumn comparison is related to the changes of the cohort, which is a high needs group with significant social and emotional challenges.
- viii. Criteria for determining progress may be reviewed going forward to reflect changing needs of students and specific cohorts to ensure that the assessment criteria are appropriate.

### **Leadership and Development**

JK reiterated the three strategic targets for the school this year as follows:

- i. **Vision** (Embedding the school's core values)
- ii. **Therapeutic School Award** (enhancing and embedding therapeutic approach into curriculum and behaviour management)
- iii. **Reading** (All students to make progress)

JK encouraged governors to review and reflect on the school's strategic targets to ensure that they are informed to appropriately challenge and review progress against achieving each target. **Action: All governors.**

Governors noted that strategies to embed a culture of reading across the school have already been deployed, with all students now having individual reading logs in which parents record reading completed on a weekly basis to demonstrate reading undertaken at home. All classes have been given a dedicated reading space with bookshelves and over 500 reading books have been donated to the school through the 'Friends of Carew' partnership.

### **b) SEF (Enclosure 07b)**

The LGB received and noted the School's Self Evaluation document for 2022-23.

## **8. SAFEGUARDING**

- a) The LGB received and noted the latest version of the Carew Academy Safeguarding and Well Being Offer, circulated as **Enclosure 08a.**

- b) The LGB received and noted the Carew Academy Safeguarding Audit, circulated as **Enclosure 08b**.

DW gave a brief presentation of the new Senso network firewall, and following questions, governors noted that:

- i. The Senso firewall is a piece of software that is being rolled out onto all IT hardware (PC's, Chromebooks) that are accessed by students within the school.
- ii. Students are not permitted to be in possession of, or use their mobile phones on the school site and these are removed by staff at the start of each day.
- iii. Senso provides data reports to members of the school safeguarding team and is predominantly monitored by DW, to highlight any words or phrases typed into school devices by students.
- iv. There were 175 violations in January 2023, shortly after the software was launched. This has reduced significantly to 89 violations in February 2023.
- v. Weekly reports are sent to appropriate members of the SLT for review and further action, where appropriate. Where concerns are raised by violations to the software, screenshots of what a student has written are taken to ascertain the context of the words used. In some cases, there are spelling mistakes to certain words which flag as a concern on the Senso software, such as 'incest' instead of 'insect'.
- vi. Critical interventions are in place for certain violations, such as the use of the word 'suicide' which is immediately referred to the safeguarding team for intervention.
- vii. The online safety measures and expectations for staff and students have been set out by the school at the start January 2023 in collaboration with the introduction of the Senso software.

## 9. PORTFOLIO GOVERNOR VISITS:

- a) The LGB received and noted the following portfolio reports:

- Teaching and Learning, circulated as **Enclosure 09aii**.
- Health and Safety, Child Protection and Safeguarding, circulated as **Enclosure 09iii**.
- Finance and Resources, circulated as **Enclosure 09iv**.
- HR and Organisational Development, circulated as **Enclosure 09av**.
- Business Development & Marketing, circulated as **Enclosure 09avi**.  
Governors noted that following the consultation on the OHCAT governance arrangements, the name of this portfolio will change to Community Engagement and Marketing with effect from September 2023.

- b) Other visit reports

The LGB noted that there were no other reports on governor visits to be received.

## 10. GOVERNOR TRAINING AND DEVELOPMENT

The Clerk drew attention to the training updates listed below, reminding governors of the importance of ensuring that all required training is completed and recorded on Governor Hub by Easter.

- a) Governors noted that the deadline for completion of Annual Safeguarding training was 31 January 2023. Records of completion have been reviewed by the Governance team in line with governors declared training records and outstanding training should be completed by Easter.  
**Action: All governors.**
- b) Governors noted that they are now required to undertake additional safeguarding training on the Prevent Duty by completing the online [PREVENT](#) module available on Governor Hub via The Key by the end of April 2023. The Clerk agreed to send a reminder with a link to the Prevent training module, along with Safeguarding video links on Governor Hub. **Action: Clerk & All Governors.**
- c) The Clerk reminded governors to log any training undertaken and record this on their individual profile page on Governor Hub so that records are accurate and up to date.
- d) The LGB noted the following optional online training modules available to all governors to support further development:
  - [Induction for academy governors on local governing bodies](#) (The Key)
  - [Ofsted- Inspection Framework](#) (NGA Learning link)
  - [Holding to Account: How to question & Challenge Monitoring and Evaluation](#) (NGA Learning Link)

## 11. FINANCE AND FUNDING

The LGB received and noted the following:

- i. Carew Academy Management Accounts, circulated as **Enclosure 11i.**
- ii. Carew Academy Accounts Summary movements report, circulated as **Enclosure 11ii.**

The management accounts were discussed in further detail as part of the Principal's report at item 7.

## 12. OHC&AT POLICIES AND PROCEDURES

- i. The LGB noted that the following Family policies and procedures were approved by the OHC&AT Board on 9 December 2022 and are available to view on [GovernorHub](#):
  - Child Protection, Adult Protection and Safeguarding Policy

- Anti-Radicalisation Policy
- Educational Visits Policy
- Families and Visitors Code of Conduct
- Risk Assessment Policy
- Safeguarding Supervision Policy
- Staff Code of Conduct
- 16-19 Bursary Policy
- CCTV Policy
- Charging and Remissions Policy
- Complaints Policy (OHCAT)
- Complaints Policy (OHC)
- Data Protection Policy
- Data Protection: Practical guidance for staff
- Fundraising Policy
- Guidance for staff on use of photos and videos
- Investment Policy
- Student Financial Support Funding Policy (OHC)
- LGPS Employer Discretions Policy
- Lone Working Policy
- Recruitment & Selection Policy
- Health & Safety Policy
- Fire Policy
- Legionella Policy

ii. The LGB received and **approved** the following local policies and procedures:

- a. Anti-Bullying Policy, circulated as **Enclosure 12iia.**
- b. Attendance Policy, circulated as **Enclosure 12iib.**
- c. Behaviour Policy – updated, circulated as **Enclosure 12iic.**
- d. British Values Statement, circulated as **Enclosure 12iid.**
- e. Physical Restraint Policy, circulated as **Enclosure 12iie.**
- f. Carew Academy Remote Learning Offer, circulated as **Enclosure 12iif.**
- g. Safer Touch Policy, circulated as **Enclosure 12iig.**
- h. Child Missing in Education Policy, circulated as **Enclosure 12iih.**
- i. Child Missing in Education Procedure, circulated as **Enclosure 12iii.**
- j. E-Safety Policy, circulated as **Enclosure 12iij.**
- k. Exams Policy, circulated as **Enclosure 12iik.**
- l. Positive Behaviour Policy, circulated as **Enclosure 12iil.**
- m. SEND Policy, circulated as **Enclosure 12iim.**
- n. SEND Information Report, circulated as **Enclosure 12iin.**

### 13. **ANY OTHER BUSINESS**

The LGB noted that there were no other items of business to be discussed.

### 14. **DATES OF FUTURE MEETINGS**

Governor to noted that the date of the summer term LGB meeting will be held on:



- **Tuesday 13 June 2023 at 4pm**

**15. CONFIDENTIALITY**

The LGB agreed that there were no items of business deemed confidential and to be excluded from the published papers and minutes.

Meeting ended at 6.15pm.

<b>Agenda Item</b>	<b>Action</b>	<b>By whom</b>
04iv	Update on governor recruitment for three vacancies to be provided at next LGB meeting in summer term.	Clerk/ JK
07a	Governors to ensure they understand and review the three SDP targets for this year (2022-23) to support challenge of progress towards achieving each target.	All Governors
10a	All Governors to have completed their Annual Safeguarding training and logged this under their training profile on Governor Hub by Easter.	All Governors
10b	Clerk to circulate a link to Prevent training on Governor Hub	Clerk
	All Governors to complete Prevent training on the Key by Easter.	Governors
07	Carew Academy Careers Policy to be reviewed at future LGB meeting	JK