



Meeting:	LGB	Date / Time:	4 th April 2019 at 4:30pm	Location:	PCRE2
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Attendees:	Initials	LGB Role & Portfolio:
Andrew Bailey	AB	Chair – Premises, Finance, SIMG
Sharon Marshall	HT	Head teacher
Dave Addie	DA	Finance
Richard Annear	RA	SEN, SIMG
Jan Gatley	JG	SEN, C&CD
Alison Homa	AH	Vice-chair – SIMG

Attendees:	Initials:	LGB Role & Portfolio:
Giles King-Smith	GKS	Personnel, Community
James O'Sullivan	JOS	SEN, Premises
Ian Stuart	IS	Personnel
Emma Stratton	ES	Community
Dave Gregory	DG	Associate

Apologies:	Initials	Reason:
Colin Turner	CT	Personal
Dan Turton	DT	Personal

Absent without Apology:	Initials:

In Attendance:	Initials	
Holly Lathbury-Wilson	HLW	Clerk to Governors

Minutes To:
LGB members
School website
Board of Directors

Strategic questions for the LGB:

1. Do we receive/produce sufficient, accurate and timely information to enable the LGB and the Board to fulfil their statutory duties?
2. Does the school have an accurate SEF and ambitious SIP? How do we know?
3. Does the LGB challenge and support the school leadership in the best interest of the pupils? Do we have the skills necessary to do this?

Key: Question Challenge Actions/Decision

Min. No.	Actions & Decisions:	Owner:	Date Due:	Date Actioned:
1	Pre-meeting Training/Student Reps			
	(HT) Discussing the latest OFSTED draft framework	HT		

	<p>Ebacc – HT thinking about reintroducing languages to the curriculum with the current year 8. Do we make children who are struggling with literacy to take another language GCSE? (HT) They can work together well to improve children's literacy however, to make time for more languages, the number of options would have to be cut. Can we find the teachers for these languages?</p> <p>Meeting moved to part II</p> <p>(GKS) If we get to 90% of students taking Ebacc courses would the squeeze be on Music, Arts and Drama? (HT) Yes</p> <p><u>Coastal Isolation Report</u> - The Coastal Isolation Report was sent to all by HT, in it was outlined that in coastal rural areas, post 16 children get a raw deal because so many schools have closed provisions and they either have to pay a lot to travel for education or they don't stay in education.</p> <p><u>SRE framework</u> - New SRE framework is out – Zoe Bullamore is dealing with this. PCRE Department are taking training in this.</p> <p><u>Publicity</u> - Do parents and students know what is happening in the school? It is Rob Whitney's role as publicity to make sure social media is up to date and internally news is distributed.</p>			
2	Apologies, Business Interests, Housekeeping and Correspondence			
2.1	Apologies for absence: Apologies as above.			
2.2	<p><u>Declarations and confidentiality:</u></p> <p>Governors were reminded to keep information shared at meetings confidential.</p> <p>HT is now DASH Executive and member of EDBE, Director of Primary Trust.</p>			
2.3	<p><u>Housekeeping:</u></p> <p>New clerk – intro of new clerk</p>			
2.4	<p><u>Correspondence:</u></p> <p>Skills Audit – to be handed in to HLW as soon as possible please.</p> <p>(AB) The DFE Governance handbook has been updated</p> <p>(HT) Suggest we keep a log of what events Governors attend.</p> <p>Governors to liaise with HLW – HLW to organise log of training undertaken</p>	HLW HLW	23/05	
3	Minutes of the Previous Meeting			
3.1	The minutes of 14th February 2019 meeting were agreed as a true record. Clerk to publish minutes. – Signed by AB	HLW		
3.2	<p><u>Matters Arising:</u></p> <p><u>Governor vacancy</u> - (HT) It would be beneficial to have a member of support staff on the governing body. (AB) Sophie Broome has shown interest. (HT) Can we ask around the support staff and ask if anyone would be interested in this? JOS Action</p> <p><u>Student Council meetings</u> - (HT) these are happening again. Year Council meetings started three weeks ago. There was a full school council meeting on 29th March for Years 7, 8, 9 and 10. Year 11 were not included as we don't want to take them out of lessons at this time, they were invited to submit anything in writing but declined. Every Year group put two items on the agenda and each Year group went away with a job for themselves. HT feels it was a positive meeting. The next Council meeting after that will be next half term.</p>	JOS	23/05	
3.3	<p><u>Other Matters Arising:</u></p> <p><u>RSC meeting</u> - HT has sent letter to everyone to read regarding this. (HT) Does anyone have any questions?</p> <p>None</p> <p>(HT) This was the first RSC meeting we have had. – the letter was a fair summary of what HT had said in the meeting. HT had expressed concern about the current year group, and that we would carry on exploring opportunities for formal and</p>			

	<p>informal collaboration as they came along. We have declined support from RSC but instead have facilitated links with the schools in Humberside and Blythe in Northumberland.</p> <p>(AB) – Has been in contact with Sean Sweeney (Chair of Trust) – the Trust are quite happy with us being one academy in a multi academy trust. One of the reasons is the collaboration that HT has in place with the local schools.</p> <p><u>School visit</u> - HT has travelled to Humberside and Northumberland along with other North Devon head teachers to visit schools that are also in isolated, coastal communities. HT noted that more successful schools that are OFSTED “good” and “outstanding” have been put centre of the teaching school alliances. HT looked at a school model which saw a MAT take on a disadvantaged school, which is currently in special measures with a view to research what to do with poor attending PP students to see if it can upscale to a much more deprived setting. HT is really interested in this. HT also visited two schools with similar backgrounds to Ilfracombe Academy, OFSTED score as “good”, surrounded by a very deprived area. The Head Teacher had a good knowledge of the local community. The school had an on-site/off-site provision for students with more challenging behaviour. They had some interesting work on attendance so HT is keen to keep links with them. (HT) We will work with the NLE, Johnny Utey, who is based at the more wealthy school but who has taken on the special measures school to see what they are doing on attendance in particular. (HT) At the next NORDAB meeting Professor Tanya Ovenden-Hope, who wrote the report sent by HT, will be attending. We have invited some members of the Local Authority to listen to her. HT will talk to the LA about the trip to the North.</p> <p>(JG) Have you started doing anything yet that you have picked up?</p> <p>(HT) Really practical things. Some of them are big things that will only work for one particular year group. Attendance being a standing item of every SLT meeting is something that we can start right away after the holidays. Definitely pursuing the off-site provision.</p> <p>(JOS) What lunchtime activities have you seen at those schools that you thought were quite useful? (HT) Lots of sports activities going on. Our main focus should be on attendance, and this should be built into the improvement plan. Focusing on the basics of attendance, behaviour and teaching and learning underpinned by our ethos. Next year – HT would like to implement for Year 11 a plan to be placed around the school visually. The school also had a ‘State of the Nation’ day where they used one of the training days to stand down the whole school apart from Year 11 who came in for appointments with all of their teachers, 20-30 minutes each, and meeting with SLT and on that day their mock results were delivered. They also had an assembly and a motivational speaker. HT feels this would be a really good idea and feels this would have a powerful impact on the students. HT felt this was a really helpful visit. This was an initial visit and there would be more to follow.</p> <p><u>Prevent training</u> - (AB) all governors it would be good for them to do this, recommended before the next meeting. HLW to get link to send on to Governors from AB.</p> <p><u>Chair’s performance review</u> - Looked at 20 questions for governors, one of the recommendations was AB do a performance review. Most information suggests a 360 review which AB is happy to go with. AB to follow up on this.</p> <p><u>Time limit for complaints</u> - Can we put a time limit on complaints? (with the exception of safeguarding).</p> <p>AB has had contact with Fiona Collier who works for Devon Babcock LDP as a Governance Advisor, who sent their new complaints toolkit. AB will go through this in case there is something useful.</p> <p><u>Training</u> - (JOS) Attended Microsoft Teams training, I am aware that some other governors have moved from email to Teams. Other schools are using this system effectively. ES – Has seen this and is in agreement. Can we set up a demo at the next meeting? – HT JOS sent link to HLW, to share to governors for their opinion on this.</p>	HLW AB JOS	09/04 23/05	
4.	Updates for Governors incl. reports			
4.1	<p><u>HT Report</u> - Is teaching metacognition having a positive impact on children. JOS has experience of and is happy with this method. (HT) We will carry on with this method as it is working and there is still a lot of work to do on it. There is a good document on Metacognition from the Education Endowment Foundation, if the governors want to read more about it. How are</p>			

	<p><i>you getting on with Class charts, and has there been a good take up of parents?</i> (HT) It was only launched to parents just after last half term and we have not looked yet at how many parents have taken it up yet. However, the parents of challenging children loved it. They are able to have informed conversations with children at home. <i>Can we monitor which parents are looking at it?</i> (HT) We are currently sending a personal letter home to parents of challenging students. This class chart was trialled first with a handful of the most challenging students and was then opened up to everybody. We can monitor that. (HT) – <i>to come back to Governors with what percentage of parents are using it</i> (AB) <i>Are all teachers using it?</i> (HT) All teachers are using it, some more than others – it has been very effective for analysing classroom data. <i>Would it work against a teacher, who would be afraid of removing students?</i> (HT) This has been asked previously, we don't want staff penalised for using the system, but other sources of evidence will support the system. SLT will work alongside this system along with input from parents. (JOS) It is a very useful tool that can lead to good conversations with students when used correctly. <i>Could you show us an example next time?</i> – JG HT will demonstrate this.</p> <p><i>CPD survey</i> – (AB) Question 5 - 25% were not sure if after school sessions were helpful or relevant. (HT) Surveys were done during a difficult time – next step with that would be to ask what would be useful? These surveys have previously been useful and the outcomes have been acted on. Peer observations have been popular, most think their CPD needs are being met, and are aligned with the school improvement plan.</p> <p><i>Tuesday sessions</i> – (HT) We need to look at how we structure sessions. 1. Access arrangements 2. <i>Mental Health, is the training effective and relevant?</i> 25 people have said they would like leadership training. HT has spoken to one outside trainer to do training next year. There is currently interest by 6-7 people for safeguarding training. When staff behaviour training was covered, there was also emphasis on children's as well as staff mental health. (AB) <i>Do we measure % of time teacher spends teaching compared to other schools?</i> (HT) We are half a period over what you would need to give staff, compared to Pilton, <i>Could we measure this together as a group of North Devon heads?</i> <i>How are teachers able to meet with other teachers?</i> (HT) Some staff have gone to observe in other schools. We offer this to all staff. Most staff want time to get on top of new content. (JOS) Has visited to Pilton and found it helpful.</p> <p><i>Mental Health</i> – (JG) <i>when is the policy in place for staff?</i> MH policy will be in place next year for students and after this is in place HT will sort staff MH policy. <i>This needs to be a standing item on personnel at staff and governor meetings</i> RA and JG met with Carmel – who was saying we need a quiet place on school for ASD children. No place currently without white walls and bright lights. (HT) In the longer term hopefully we will have some off site provision for this. (JG) <i>Could it be decorated in a different way?</i> (HT) ASD children need plain spaces. We have placed paper over the bright lights and put up blue notice boards in some rooms to accommodate ASD children. We can only make extra space for this by taking up a teaching room. There is a meeting room near the 6th form. But it is not near Student services and students can leave via back door without supervision.</p> <p><i>Safeguarding</i> – (JG) <i>With regard to the draft OFSTED framework as staff join throughout the year will they have the same induction as those joining in September?</i> (HT) New staff will have the same induction as those who join in September. (AB) <i>Is there any role for education technology to reduce workload? Could we use technology to mark students' work?</i> (HT) Children do need written feedback from staff, <i>at the next meeting HT will show what has been done for the last 2-3 years to reduce workload.</i> Currently there are no staff duties in the morning as we don't really have any incidents in the mornings. Marking students' work is time consuming and can only be reduced to a certain level. Personal feedback is what we should be focusing on doing. (HT) We are always open to suggestions – HT is happy to show governors what has been done in the last two years to reduce workload. (JOS) One option would be one to one with individual devices – students will get a laptop/digital notebook. This is something that has happened at other schools with success, and has cut down marking by ¼ of the time. HP had introduced a program where old devices could be handed in for £100. One school made £27000 by trading in old laptops for new ones. (HT) Children do still need to sit and write. (JOS) One idea was to have audio feedback for</p>	<p>HT</p> <p>HT</p> <p>HLW</p> <p>HT</p>	<p>23/05</p> <p>23/05</p>	
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	<p>children rather than written marks and this was found to cut down marking time for teachers. <i>(ES) Planning tools, do we have plenty of those already? Is there something that you could put into an app for example what content you would need for the term and it would come back with something?</i> (HT) We have schemes of work in all departments already in place. (JOS) All the exam boards also produce schemes of work to be used, including examples for use which you tailor to your own needs. (HT) We don't want to overload staff – we will be rationalising all the platforms we do use for parents.</p> <p>Meeting moved to part II</p> <p><i>SEND – (AB) Going back to SEND, we have good provision here, but does this always lead to accurately assessing examination access arrangements?</i> (HT) I think this does. Assessments need to be done before children go into year 10. This is done in year 9 currently. They need to be in place before exams start.</p> <p>Whatever provision is in place needs to be the children's normal way of working before they are entitled to their provision in the exam.</p> <p><i>Attendance – (GKS) There is a dilemma between prosecuting for non attendance and home education. The concern is for parents who were not well suited to home education and thinking about the vulnerability of those children to drugs etc while not in school. Was there anything else HT had to say about this?</i> (HT) Has met with County – Devon has a problem with attendance and elective home education. Regarding attendance and elective home education in the context of drugs and county lines there is a huge safeguarding issue by prosecuting children over non attendance. HT has told County we are taking a tough line, and have conducted pre prosecution meetings at the same time as we have put in mentoring to get the children in, but <i>HT would like to discuss at the next attendance meeting with County what they would like us to do.</i> We will keep working on attendance. We now have a car to pick children up. We have early help processes in Student Services. <i>Is there any evidence that prosecuting improves that child's outcome?</i> (HT) Not really, it certainly would not if they "jumped ship" HT We are constantly looking at how we can improve this. Having attendance as a standing item on SLT will focus our minds on it every week. I am interested to see what this work with the NLE from the Northeast brings.</p> <p><i>(AB) Regarding outcomes – possibly the biggest risk for the Academy – do we maximise the use of resources to mitigate this risk?</i> (HT) I think we do, this year we have done a good job with interventions. We are paying for extra English and Maths over the holidays. Extra TA time. Regarding permanent excludees, we are sending work home and paying extra TA time to tutor them. We currently have a surplus to fund this however, there is no guarantee of Government pension or payrise after 2020 so this could change.</p> <p><i>SEN, exceptional students and pupil premium – what reserves are going into this and the grey man in the middle? Do we have a good balance for best outcomes for the most children?</i> (HT) The funds are broken down in the pupil premium report on the website. We tend to look at it in terms of disadvantage and making up a deficit. There is an OFSTED document called a rising tide – investing in those children who may absorb a huge amount of teacher time, when you invest in systems and structures that start to bring them up then everybody flourishes. Petroc courses have been bought for children that have been permanently excluded. HT is keen to look at other schools for other resources that may work for example - mailshots for parents, laptops for children with no IT at home and proactively planning with Petroc for next year. As the need arises we adjust. <i>(JG) How close are we to this offsite provision?</i> (HT) has met with ??? our patch leader for SEN, and Mark ??? head of inclusion for Devon and spoken with Simon Niles who deals with capital strategy and pupil placement numbers - all are on board but we now need to it to go to the next level to get a sign off of resource. <i>(DG) How many students would you ideally like to be able to place?</i> (HT) About a dozen, but they are not put there and forgotten about, they will be taking appropriate interventions and will be linked with the school, this will not be permanent or full time. It is to be used as another tool in the box. HT noted that school culture plays a big part in acceptance, explaining to children about invisible disabilities and differences between people and children do accept differences.</p>	HT		
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	<p>Killacleave – (HT) Killacleave to be used as an offsite premises for SEN, can accommodate 12 children at any one time. (AH) <i>Could potentially permanently excluded children use this facility?</i> (HT) Yes potentially they could but this would be a pre-emption rather than mopping up. This is not crises management it is an intervention. We need extra resources for SEN children as the numbers are rising. <i>Could we do something else with the building that others can use? I.e. most pupils go through it at some stage so it's not a separate thing that is stigmatised. Are there any other schools in North Devon with that facility?</i> (HT) Pilton have Communication Interaction Resource Bank – which children can attend. But otherwise no. HT has not been vocal about this at NORDAB.</p> <p>Staffing – James Twomey now permanent. Other 3 roles - TLR3s, these are not permanent. School needs change and finance has meant these are not permanent. HT This report was organised around current OFSTED framework. I will arrange it around the new SEF and framework.</p>			
4.2	<p>Standards and Safeguarding update:</p> <p>-</p>			
4.3	<p>Health and Safety update:</p> <p>(JG) <i>Where it says accidents none, should the skiing accidents be recorded there?</i> (AB) The accident reports had not yet been passed on at the time of meeting, It will be picked up next time HLW to action this</p>	HLW	23/05	
5.	Reporting & Monitoring – Main Focus, Portfolio Reports and Questions			
5.1	<p>Personnel portfolio report:</p> <p>Recruitment - (HT) There is a recurring issue of recruitment. North Devon Head Teachers' meeting HT has decided to set up a "become a teacher in North Devon" website. We would all pay a small amount to maintain and we can advertise vacancies and pool CVs. HT will attend some recruitment fairs. More staff want to move to part time – (AB) <i>Can we offer jobs as part time and boost recruitment?</i> (HT) We have not turned down a request for part time yet – but we have not been actively recruiting part time staff. (JG) <i>Youth worker – is this contract for one or two years?</i> (HT) We want to carry on and it is in the budget for next year. HT to look into this</p> <p>(HT) <i>Can we add to the agenda for this portfolio re staff support. A couple of standard questions ie how many people are off with stress etc?</i> HLW to action</p>	HT HLW	26/04	
5.2	<p>SIMG portfolio report:</p> <p>(AB) <i>Does anyone have any questions from the SIMG report?</i> AB</p> <p>None</p>			
5.3	<p>SEN/Safeguarding portfolio report:</p> <p>(JG) Year 9 and 11 are still the worst years for attendance. There is a plan to collect a pilot group of students if they are late – this has not started yet. (HT) This will have to wait until after exams – it will happen with year 11 initially. (JG) Behaviour data in some areas looks bad compared to previous years – this is largely due to staff charts and the simple way data is presented. We met with Carmel for meeting about SEN which was helpful. (AB) <i>How well is tech being used to record concerns?</i> (HT) We have introduced class charts and safeguarding recording at the same time – Edukey – any staff can enter a safeguarding concern. Friday mornings Steve and Sienna will meet and make sure everything is picked up. This could be used to look for patterns in children's behaviour for signs of Prevent. (AB) <i>Could tech be counterproductive? Is it checked regularly?</i> (HT) There is a cycle of meetings and it is tracked every Friday</p>			
5.4	<p>C&CD portfolio report:</p> <p>(HT) No concern regarding OFSTED guidelines. (JG) Computer space shortage, possible solutions of using meeting rooms or mobile laptops. (HT) We are going to do that. (JG) Petroc for vocational alternatives – Claire King Smith gave an overview of her role as a youth worker. RW has been updating website. Academy Facebook and Instagram feeds have been successful and received plenty of interaction. (JG) <i>What is happening about a school newsletter?</i> (HT) Year 7 have made</p>			

	one and year 8 want to be part of a newsroom. FOCUS magazine would like us to have a double page spread inside, RW has met with the editor and photographer to get content together. (JG) Can FOCUS be accessed for those not based in Ilfracombe? (HT) Yes, It can be found in the library. (ES) regarding Facebook and photo permission – Parents have given permission for students to have photos used online. However according to GDPR when students are 13+ they are to give permission for this themselves.			
5.5	<u>Finance portfolio report:</u> (AB) £200,000 surplus predicted. (HT) This will be absorbed as larger year groups come through. Current year 7 will be split into 7 groups rather than 6. (AB) New School letting system is up and running and is working very well. It saves a lot of time and effort. Little Extras Funding is to be used on the roof of Killacleave, and the car parks at the front of the school Finance policy to be adopted.			
5.6	<u>Premises portfolio report:</u> Energy and CCTV policies to be adopted. (AB) Main issues discussed were the disabled parking bays, and inappropriate use of them – there is a new sign up – blue badges only. (HT) One way system in the hallways is not to be implemented as it is not practical.			
5.7	<u>Community portfolio report:</u> (ES) Discussed the parent forum. Approximately 12 attended. (AB) There was good engagement from parents. (HT) We hosted an event for local residents, HT gave tours of the building and it was well received. (ES) We have received some Rugby funding – we are focusing on Year 9 in general and girls. This is a 3 year project. (HT) Discussed Recycling – School Council also brought this up, they didn't feel there were enough bins in the dining hall HT. Crisp and Tetrapak recycling to be implemented. NDDH have made contact with us about career pathways into the NHS. HT spoke with them and they want to make students aware of all the different job positions in a hospital. Complaints policy to be adopted with a note to revisit re old materials to be updated - To be put under Personnel – HLW	HLW	23/05	
6	Policies and Procedures			
6.1	HLW to add school values to front of policies and the person responsible for that policy Anti Bullying Policy – (HT) some old materials in this that need to be updated. SLT will be looking at this again. – To be adopted now with a note to revisit. Exams Policy to be adopted School vehicle policy to be adopted Provider access policy to be adopted	HLW HLW	23/05	
7	Governance			
7.1	<u>Training for Governors:</u> (ES) Data training, can this be organised? (AB) Babcock do training on this, we are looking at doing something before a meeting, in house.			
7.2	<u>Learning Walks:</u> ES has completed one with HT. She felt this was really beneficial. ES reports the school was calm with good interaction with students and HT. ES to send HLW her report on this. She felt the school was well organised, well laid out and students engaged well in lessons and interacted with each other. ES was impressed at how calm the children left at the end of the day. Learning walks for Governors to be arranged – HLW	ES HLW		
7.3	<u>Competency Framework for Governors:</u> (AB) Link sent out with the Agenda to resources for governors.	AB		Sent with Agenda
8	Part II			



	See Part II Minutes.					
9	Any Other Business					
9.1	<p><u>Suggestions</u></p> <p><i>(JOS) Can we have a focus board for a rolling 8th value?</i> (HT) We will have clip frames in each classroom so posters can be changed regularly. Cover supervisors now have full access to class charts. <i>(JOS) Lateness button on class charts?</i> (HT) We can talk about that possibility. <i>(JOS) Having same day head of department detentions and letter home to parents?</i> (HT) We do already do same day after school detentions. If there are two removals in a day that lead to an after school detention. <i>Corridors and classrooms seem very busy at lunch and classrooms are a mess. Could children be directed to clubs and activities? Should children have to attend these?</i> (HT) We could not fit all the children in. It is supposed to be their time and it would defeat the object if they were made to attend. Children should be reporting who has made the mess and we will clear it up and bring them back. Year 7 children who are not used to the freedom of lunchtimes tend to be the main culprits. There is passive supervision all lunchtime and every classroom can be seen into.</p>					
9.2	<u>Future dates –</u>					
	Meeting Closed: 7:30pm					
Date/Time of Next Meeting:		23 rd May 2019 at 5pm	Location:	PCRE2		