

# The Spires Academy Governing Body

Members of the Governing Body attended a meeting held in person and via intranet platform Teams, on 12 July 2021 at 15:30 pm for the transaction of the business set out below.

## Minutes of Summer (2) 2021

### Standard Items

#### 2021/33 Welcome, Introductions and Apologies for Absence

##### **QUORUM = 3**

Present:	Emma Adams (EA)	Head Teacher
	Ray Starkey (RS) - Chair	Local Community Governor
	Gareth Francoise (GF)	Local Community Governor
	Cllr James Hill (JH)	Local Community Governor
	Lynne Scotten	Staff
Vacancies:	2 x	Parent/Parent Representative Governors
In Attendance:	Caroline Ewin (CE)	Clerk to Governing Body

Not in Attendance:

#### 2021/34 Welcome, Introductions and Apologies for Absence

Apologies for Absence received and accepted from the following:

John Shanahan (JS)	Executive Principle, Catch 22
Scott Bradley	Staff

GF to join the meeting at 16:00, via online platform Teams.  
LS to arrive later.

#### 2021/35 Declarations of Interests - to include Annual Update of Pecuniary Interest Forms

No Declarations of Interest declared, relating to items on this agenda.

Completed Declaration of Interest forms received from EA and LS.  
JH and SB to provide their Declaration of Interest forms to the Clerk as soon as possible.

LS arrived 15:40.

#### 2021/36 Governing Body:

##### a) Membership

EA advised that no parent governors have yet been identified.

Succession Planning - no further discussion held.

### **b) Committee Membership**

GF to consider membership once he has become familiar with SENCO role.

### **c) Training**

Nothing to report.

### **d) Monitoring Visits**

None carried out.

### **e) Policies**

RS expressed concern that several Catch 22 Policies, provided to himself and circulated to members prior to the meeting, for comments within 7 days, were not provided in time to tie in with the LGB meeting schedule. Matter to be raised at Chairs' meeting

### **f) Governor Skills Audit**

Item to be discussed later in the meeting.

## **2021/37 Minutes of the Previous Meeting held 26 MAY 2021**

**ALL AGREED** that the minutes of the meeting held on 26 May 2021, as previously circulated, were a **True and Correct record**. RS to sign and date the minutes and pass them to the Head Teacher for retention within school.

## **2021/38 Matters Arising**

@ 2021/18 Governing Body: a) Membership

EA advised that no dates have yet been set for the Voice of the School Council meetings. The next meeting is likely to be in September.

@ 2021/24 SEF Update - Targets and Reports (Pg 7)

It was reported that nothing had yet been heard about an inspection visit although EA advised that JS received a call from the Regional Schools Commissioner to find out why the school was recently closed, which, it is thought, may indicate an imminent visit.

## **2021/39 Chair's Action**

No action to report.

## **DATA AND SEF UPDATE - Targets and Reports.**

### **2021/40 Data**

Draft Minutes of a meeting of the Data Sub Committee held at 10:00 on 22 June 2021, circulated and attached.

### **2021/41 Catch Up Plan**

EA advised that the Government Catch Up funding has been allocated to works on the library to develop reading across Spires.

### **2021/42 SEF Update - Targets and Reports**

EA reported that Spires has been in a traumatic period of existence, involving complex HR issues. This has impacted both staff morale and the budget, due to use of agency staff. The school was closed last week due to a positive Covid case. Staff are now starting to feel more settled again this week.

*Following documents circulated and attached:*

- *Minutes of the Meeting of the Data Sub Committee at 10:00 am. 22 June 2021*
- *Development Plan 2020-21*
- *Self Evaluation Form - Summer Term 1*

EA advised that Data for this half term was submitted on Friday 09 July 2021.

### **ACADEMIC**

EA reported that academic data has shown a significant improvement in Summer 1: This is very reassuring as lockdown had detrimentally impacted the children.

RS reported that he had raised the matter of stagnated maths data, with RC at the recent Data Sub Committee meeting: The suggestion was that concentration on reading may have detracted from Maths. However, it was pointed out that, with such low numbers of children, one child can make a significant difference to percentages.

Maths is now getting into shape.

EA confirmed that she is currently writing a whole school strategy for maths which will be implemented from September.

A programme called 'Read to Write', will be used as a focus for writing.

All pleased to see that data is showing improvement.

LS offered to support the maths strategy using everyday life opportunities.

Red = children who have not made academic progress.

In these cases evidence will need to be provided that these children are making progress in other areas eg, attendance, readiness for learning etc.

Areas of focus, included within the SDP (School Development Plan), are;

Numeracy, coaching culture, live feedback and teachers receiving fortnightly line management meetings.

#### BEHAVIOUR AND ATTITUDES

EA reported that a target of 80% achieving 'Good' or 'Better, in all areas, had been set at the start of the year. Given the pandemic, this was unrealistic.

Targets were therefore adjusted and are lower than baseline.

PPP (Place, Purpose, People) targets have been exceeded.

Individual child summaries tell a story, which OfSTED are likely to take an interest in.

EA confirmed that Spires is proud of its low exclusions numbers - The school only excludes when behaviours are targeted, no remorse is shown etc.

Spires uses natural consequences eg. 'What are you going to do to put it right?'

**Question raised** as to how parents react to this?

EA confirmed that parents seem accepting of this.

**GF ARRIVED, via Teams, 16:15.**

#### MOTIONAL

EA advised that this is a programme used to assess the social and emotional development of children. It looks at the experience of children from birth and goes on to provide recommendations to try with children and also provides for monitoring and assessment. It is useful to look at this data alongside academic data.

Next year the school will use a Trauma Informed approach.

At Spires, it is very important to get the right person and train them up as staff.

This has proved problematic.

**Question raised** as to how the school advertises, to attract the right person?

EA confirmed that the school has tried to use agencies who use people from social care and health backgrounds.

An open evening was held but only 2 people attended.

**Question raised** as to whether other schools are experiencing a similar problem with recruitment?

EA suggested that it is thought that this is the case.

It was reported that Janet Bywater (JB), project manager, is to set up a Facebook platform. JB is the lead on the social media strategy.

Advertisements are put on LinkedIn, Indeed, the school website and in any free papers.

The school also pays for advertisements on ETeach, Teach Northamptonshire, Guardian Jobs but not on TES as it is too expensive.

**Question raised** as to how much agency staff cost?

It was confirmed that while there are no 'On Costs' except Agency Fees, the pay of agency staff is broadly similar to employed staff, the cost doubles when an agency staff is covering for absent staff.

EA requested that Governors provide any suggestions for recruitment.

**Question raised** as to whether there is an agreed wording for adverts?

EA confirmed that there are some agreed wordings, which need to be used in order to keep posts/pay constant across the school and MAT.

GF advised that Nationwide use psychometric tests, especially the further you rise up the career ladder.

It was pointed out that 57% of the children have shown motional progress. This may infer that some of the 43% don't need to make motional progress, as they are making academic progress.

**Question raised** as to whether the figure of 57% is a figure that staff are comfortable with?

EA confirmed that she is not, as she wants to ensure that everyone is making progress.

Tableau is used to look at most aspects of children's education but this does not include Motional.

EA is aiming to establish a system that would include this.

#### PERSONAL ATTENDANCE

Attendance remains fairly good. The school is working on establishing what the barriers prevent children from coming in and works with parents.

**Question raised** as to whether there is any difference between the attendance of LAC (Looked After Children) and children within their own families.

EA confirmed that LAC children usually have better attendance.

#### LEADERSHIP & MANAGEMENT.

EA reported that JS agrees that leadership and management at the school is good.

There is a capacity issue with next year's development team.

The school needs to enable leaders to lead and teachers to teach EA is developing a strategy to encourage teaching/support staff to take more responsibility when dealing with children's behavioural incidents.

**Question raised** as to what the 2 biggest things are, on EA's mind, for the next year?

EA confirmed that the SDP has been written for next year with the following priorities:

1. Embed Trauma Informed practice.
2. Increasing capacity ie developing middle leadership.

A further 2 x priorities are as follows:

- Develop the academy as a hub of effective practice.
- Develop whole academy initiatives for Literacy and Numeracy

#### **2021/36 Governing Body:**

##### **f) Governor Skills Audit** (Item taken out of order):

RS advised that 4 x Governors completed the Skills Audit, following which he produced a report which will be sent to the Chairs' meeting, once agreed.

Action Plan template, Points of Purpose 1-5, discussed:

No further purposes proposed or amendments suggested to those drafted.

7 x School Competency statements related:

- Code of Conduct - Clerk to obtain an example of a Code of Conduct for the Governors.
- Risk to be on future agendas as a standing item.
- It was reported that the Whistleblowing policy is on the school website therefore this statement to be removed from the list of competencies.

Remainder of report related.

All happy with the report drafted by RS, with the deletion of the statement relating to the

Whistleblowing policy.

**Question raised** as to whether the recruitment of Parent Governors could be something to be encouraged at future open evenings?

EA confirmed that historically, parents evenings have been held during the afternoon.

RS offered to attend a future open afternoon.

EA suggested that a parents afternoon could be held prior to Christmas.

It was reported that there had been plans in place to engage parents eg. In cookery.

**Question raised** as to whether these ideas could be revived?

EA confirmed that once things are more back to normal this would be revisited.

Clerk advised that Governor Skills Audits are completed on an annual basis by mainstream schools.

### **2021/43 Safeguarding**

LADO (Local Authority Designated Officer) Referrals.

RS confirmed that, following the complaint reported to Governors at the previous meeting, he produced a report, following an investigation, which was provided to JS.

The outcome is not yet known.

Since this complaint, a further 2 x complaints have been received.

EA advised that Governor DBS renewals take place annually.

RS confirmed that he will check the SCR (Single Central Record) bi-monthly. This will be checked on his next visit.

### **MAT UPDATE**

#### **2021/44 Feedback from MAT Representative;**

No report received from JS.

#### **2021/45 Dates for 2020/21 Meetings**

RS advised that LGB meetings need to be held 2 weeks prior to Trust meetings.

Once the dates of the 2020/21 Trust meetings have been received, proposed dates for LGB meetings will be set by the Chair and Clerk, prior to being circulated to Governors.

All meetings will commence at **3.30pm**, following the schedule below:

First half term	SEN Report/Update
Second half term	Data SEF Update, Targets and Reports.
Third half term	Finance Safeguarding
Fourth half term	Data SEF Update, Targets and Reports
Fifth half term	Finance

**2021/46 Any Other urgent Business**

RS offered thanks to Governors for their attendance and support over such a difficult year. He went on to thank EA and her SMT and all staff for the fantastic effort they had made in such a challenging and very difficult year.

**SCHOOL'S CONFIDENTIAL SECTION**

**2021/47 Reports from any Committee established to consider Parental Complaints, Pupil Exclusions, Staff Dismissals, Performance Management Appeals or any other confidential matter.**

Nothing to report.

**2021/48 Headteachers' Report on Complaints and Exclusions**

Nothing to report.

**2021/49 Any Other Confidential Business**

Nothing to report.

With there being no further business to discuss, the meeting closed at 17.00.

Signed .....

Dated .....

