

Salford Academy
Governance Committee
Meeting 26th March 2019
6.00pm – 8.00pm at Salford
School



Salford
 CofE Primary School

Minutes

MEETING TITLE	Salford Academy Governance Committee Minutes
DATE OF MEETING	26 th March 2019
MEMBERS PRESENT	Megan Jackson (MJ) – Co Chair, Richard Rowland (RR) – Co Chair, O, Kathryn Hamlen (KH), Liz Spincer (ES), Dan Carter (DC), Nathan Styles (NS), Ian Freemantle (IF), Richard May (RM), Sian Tucker (ST), Ben Whittle (BW) Tor Manuel (Clerk)
MEMBERS NOT PRESENT	Dawn Sage (DS)
DATE OF NEXT MEETING	21 st May 2019

Executive Summary:

- AGC members to use school designated email accounts for communication w/c Monday 30th April 2019
- Headteacher’s verbal report including KPIs, Safeguarding and SIP Review shared with AGC.
- IDSR data training provided by Kathryn Hamlen to support Ofsted readiness
- Insight Data report shared with AGC

		Action
1.	Welcome – apologies and quorum	Chair
	Apologies received from DS due to illness Co-chair welcomed everyone to the meeting and introduced TM as new clerk to AGC. IF opened the meeting with a Christian message on Service.	
2.	Governance issues and declarations of interest Welcome new clerk	Chair
	<ul style="list-style-type: none"> • Governor Training & Documentation Chair RR attended competency training 21/3 led by Malcolm Broad. Positive feedback given. Governor training led by governors for governors and tailored to governance of MAT. Handout distributed. Training is highly recommended and will be run again later in the year. 	Chair

	<p>Human flourishing training Thursday 25th April. ST To check if any AGC members attending.</p> <ul style="list-style-type: none"> • Declarations of Business/Personal Interest none • Governor monitoring and visits since last meeting KH visited school today for brief meeting with ES today looking at Data. Positive meeting for both, showing strength in Assessment with SLT focus. Report to be uploaded to shared area. BW met with science leads. Report uploaded on GVO. • RR wants to raise focus on link governor visits/reports, short on link governor reports. Need to focus on this as dropped off. Link governor report to be added to agenda. Further Link Governor meetings arranged in near future. DS to liaise with plan. Further Link governor meetings in place in near future. • Date for Governor Day provisionally arranged for Monday 29th April. Possible morning or all day. General discussion around suitability of date as governors would want to prioritise with more notice. Suggested possible delay until term 6. RR suggesting 10th or 17th June and after discussion with DS will conduct a manual 'doodle poll'. Agenda to be discussed closer to confirmed date. • Link governor reports and look back at competency framework at what governors should be doing. • Discussion was held around AGC members using their designated Salford School email addresses for any governance/school correspondence and access to GVO, as opposed to personal email addresses, as per WMAT protocol. It was agreed for this to take effect from first week after Easter holidays. Clerk to issue instructions and email addresses to AGC. 	<p>Clerk</p> <p>DS/Clerk</p> <p>Clerk</p>
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3. Minutes of previous meeting and matters arising **Chair**

KH reflective thought. Within HT report - Safeguarding action plan.
The Headteacher reassured Governors that any items highlighted in red within the safeguarding audit would be picked up at the next Curriculum WP meeting.

Actions weren't followed. Slight discrepancy. Items will be picked up at next curriculum meeting. Delay in minutes being available due to clerking change over therefore not picked up

	Action	By Whom	Meeting Date	Due Date
1	Resend GDPR email to MJ and RR RR to resend	Clerk	5 Feb	ASAP
2	Contact DC with new date for training cancelled on 31 st Jan new date 21st March 2019	Clerk	5 Feb	ASAP
3	Clerk to email all Governors the new Skills Audit. DS to meet with MJ & RR to discuss clerk to action	Clerk/ DS	5 Feb	ASAP

4	Duplication of data to be looked at by DS and ES – no update	DS/ES	5 Feb	26 Mar
5	Attendance figures to be added Autumn 1 to the KPI document updated	DS	5 Feb	26 Mar
6	Clarification around DBS check updates – to be revisited	MJ	5 Feb	ASAP
7	Clarification around access to Chairs Forum papers new clerk to check	Clerk	5 Feb	26 Mar
8	Dates circulated for Away Day – discussion in meeting 26 March 2019	DS/RR	5 Feb	ASAP
9	KH to prepare sample IDSR questions to be discussed in – on agenda 26 March 2019	KH	5 Feb	ASAP
10	WMAT email account information to be circulated – clerk to action	Clerk	5 Feb	ASAP
11	Foundation governors feedback – update at next mtg (for agenda) – on agenda 26 March 2019	Clerk	5 Feb	26 Mar
12	Risk Register update for next agenda	Clerk	5 Feb	26 Mar
13	Governors to review/comment on Home Learning Policy – no comments rec'd. To be sent to parents w/c 26 March 2019	All	5 Feb	ASAP
14	Agree date for parents forum – all AGC members can attend Parents Forum	DS/MJ/RR	5 Feb	ASAP
15	Clarification around associated costs to community space sign - To be revisited at next meeting	DS	5 Feb	26 Mar

Minutes accepted as a true and accurate record

4.	Head teachers written report which includes an Ofsted and safeguarding update KPIs update and SEF update	DS
	<p>HT report circulated ahead of meeting In DS absence ES went through report.</p> <p>Positive headlines with Progress and impact is showing positive headline following lesson observations. Is outcome of real data showing there to be an improvement on teaching? Improved outcomes for children following lesson observations with improvements in general from Autumn – Spring. This is reflected in Insight data. Teachers had revisits. Questions raised by observer and invited back to revisit in class. Difficult to give feedback on one visit</p> <p>Data – where/how is data recorded? Data is recorded by teachers where questions are raised by looking at children off track and not expected to meet required expectation. Do we</p>	

need to change interventions? How many heard read? HAPS may not be effectively represented . Is there the capacity to show improvements and progress? Focus on making progress in KS1 and KS2. Teachers do that and record.

Using insight data. Report issued late but ahead of meeting.

Using report. Picked up by teachers, subject leaders, governors, SENCO.

Reviewed in great detail to ensure accuracy.

Leadership & Management progress and impact. Re lesson observations. How good we are at giving observation feedback? DS monitored and will need to feed back. Looked at terms of consistency. Shared at SLT with internal moderation.

Questions were asked if it is always same person observing or do SLT alternate? Can teacher request someone else?

KS1 triads took place. Very much dependant on funding and teachers encouraged to observe during PPA, due to workload this not always possible. Peer observations are really powerful.

How powerful would it be to have pot of money to release teachers to observe? ES always had a student and finds it really helpful to observe someone else teach their class. Powerful CPD. Investing in releasing teachers to do more peer observations would prove valuable. NQT observed regularly, would be very useful to observe other teachers in order to learn. Would be able to share good practice and consistency within your own school.

Page 2 – SEND children next steps to accelerate progress. No recorded outcomes as yet?

SENDCO and DS will report back at next curriculum meeting.

Student IEPs reviewed twice yearly to see if targets met. Meeting held if best use of interventions.

Outcomes recorded at IEPs or pupil inclusion programmes.

Tracked by SENDCO and fed back to link governor.

Behaviour and safety

Levels 4 categories. Detailed in behaviour policy on website. Records are kept in classes.

Question was asked regarding frequency of behaviour incidents.

Are we talking 1 or 2 per class or key stage?

Generally not more than 3 per class per week. Behaviour dealt with straight away and not carried on to golden time.

Revisiting savings and efficiencies – need to pick up at next resources meeting.

KPIs

A question was asked regarding Teaching and Learning with no improvement in 18/19, better than 17/18. What are your thoughts on quality of teaching? SLT don't grade lessons. LO based on White Rose, which is new to school.

	<p>Taking time to implement and get used to. Hoping to see improvement in summer term.</p> <p>Question was raised around Y5 Maths Data on Insight showing a substantial drop. This was explained as human error with teacher entering incorrect data which has now been corrected. Updated document now available. By using Insight the error was picked up and corrected quickly.</p> <p>Budget – 2018 staffing cost 74% last year 75.5% this year. HT benchmarking cost data for governors. Increase due to staff retention and school having experienced staff. Conscious of budget challenges and want to prepare AGC.</p> <p>Update on SEF – Latest document found in Ofsted folder on GVO for information should school receive Ofsted inspection.</p> <p>Following MCT visit at last meeting Ofsted questions will be uploaded to Ofsted folder on GVO. MCT has offered to carry out mock interviews, with sample questions, if AGC required.</p> <p>It was suggested that governors who would be attending Ofsted get together to practice questions and answers. Relevant questions would be directed to relevant answers.</p> <p>ES want to mention re SEF update – huge concern is budget. Top slice of 9% including all recharges. Increase of 28k from this year. 2% payrise not covered by grant. School expected to pick this up. DS has lodged displeasure. To be discussed at next resources meeting.</p> <p>NGA funding campaign information – DS to revisit at next meeting.</p> <p>DS circulated Ofsted consultation and NAHT response ahead of meeting. Consultation closing soon. Watch this space. Saltford will still be inspected under old framework.</p>	
5.	Chair of Governors verbal report including Chairs' Forum	Chair
	<p>All relevant items covered under Governance section however WMAT Chairs Forum 25th April 2019, at SBL, RR to attend and chair meeting. Will circulate agenda ahead of meeting and ask for anything wanting to raise. MJ nothing to add.</p>	
6.	Curriculum WP Feedback from meeting on the 19th March	KH
	<p>Circulated ahead of meeting. DS pick up at parents forum Questions around new Ofsted framework. Books are of good quality. Inspectors will be spending time talking with children and looking at books. Books won't capture everything. Make sure marking consistent. SLT looking at marking and feedback making sure much more time efficient. Encouraging using live marking – show what you are doing. Is there a gold standard used by Ofsted? No.</p>	

	<p>Looking at teaching wellbeing – policy looked at and need to make reasonable for teachers. Is it? Teachers do over and above what is expected. Flexibility in policy to make choices on wellbeing. Education endowment fund in terms of research would show that feedback as close as possible is effective. Verbal feedback is better than lines of words at the end. Expectations should be clear and children take pride in what they produce.</p> <p>In subjects where work not in books – foundation subject leaders are asked to gather evidence of work, looking at a subject per term. Planning can show work done and progress made. Also video evidence could be used. PHSE link governor mentioned no evidence gathered for PHSE as this subject takes place during circle time. PHSE is around talking about things. Difficult to complete paperwork as would take away from having conversations. Proof would be in planning.</p> <p>Encourage children, use self-evaluation. Build ability for children to talk about development.</p>	
7.	Assessment and data training using insight	ES
	<p>ES circulated ahead of meeting. Passwords for Insight will be forwarded to governors new school email addresses. Governors are encouraged to login and familiarise themselves with Insight.</p> <p>ES shared reports generated within the governor section which show: KS1 to KS2 current Age Range Expectation. Red shows children not on track Amber close to being/falling just below at KS1 Green at Expected Standard Blue Greater Depth Report shows Y6 cohort 25 % at GD in Y2 but now at 32% in Y6 (teacher assessment)</p> <p>Can cut and paste report into KPIs? ES – Will increase use of Insight as this type of reporting as very informative. In teacher view and governor view can see data clearly. It was by using this report that the issue with the Y5 data was picked up and solved as mentioned earlier. Progress in KS2 is based on KS1 data.</p> <p>ES also highlighted the following:</p> <ul style="list-style-type: none"> • Y4 Writing showing the need for caution. SLT looking for more moderation to look into and support Y4. • Y6 reading – spring class balance 54% GD. • Y3 dropped from 83% to 81%. which is 1 or 2 children, generally on cusp or borderline. End of y2 – complete fit for evidence. If not given activities can be set up to evidence improvement. • Y5 writing – small number at GD – consistent with y2. Possibly due to cohort 	

How far back does data go on assessment? – Just showing this year’s information. In future will be able to look back Year on Year.

1925 ST apologies and left.

Feedback on Insight – not possible to RAG – may be able to develop this in the future. Feedback from link governor found that Insight really useful to look at and AGC members are encouraged to use Insight to gain maximum benefit. Easy to look at data in this way. Simplified and straightforward reporting, easy to use and pick up. Was able to build profile at ESC meeting using Insight.

IF and NS left 1933

ISDR –KH put together questions and thoughts together. Inspector will work from ISDR. Ofsted will expect governors to know and understand it up to question 19. Question 20 onwards from FFT. If any questions following this to come back to AGC with this. Using time remaining it was decided to work and look together at some of the questions, allowing AGC to familiarise themselves with questions, report and where to find the relevant answers members. The following was noted:

Q1 on ISDR – front page key attainment

Q2 same bullet point-statistically significant different

National 64% - Saltford 20% above national point

Q3 – front page 3.7% higher. Term time holidays have bearing on this.

Persistent case. Gone to courts. This is getting better. Not news to AGC, but looking at. Is a focus for DS. – overall absence including medical appointments etc.

Unauthorised absence is in KPIs document, including sickness.

98.4 attendance. Improved. 1.6 overall absence.

Q4 front page – quintile divides into 5 equal 20% bands. Focus on HAPs in KS1 not making as much progress. Discrepancy in cohort for maths – was a trend not just cohort. Higher getting GD at KS1. Change in curriculum had impact. Different expectations. Focus area in school with maths at greater depth.

Everything is being done using resources effectively. Sarah Savage worked closely with staff in CPD. If area greyed out due to not enough information. Lower than 10 children.

Is there an opportunity to do HAPS boost as you would SEND?. Comes down to staffing and staff availability. How many adults in the classroom. Y6 booster but shame school can’t help top end of cohort as you would lower end.

Page 3

Q8 What % SEN was there in Y5? why is that interesting? Higher than other year groups. Last year’s Y5 is this year’s Y6. Cohort doing well. Hoping this will see through in SATs.

	<p>Higher in SEND in y2. Been tracking all through. Careful to assume SEND is lower ability as could be higher functioning. With support in place it has not had an impact on Y6 data. At recent Education Standards committee meeting it was asked why can't everyone be at EXS – some children not possible to get. If a few in class hard to hit targets.</p> <p>Q18 – no – mean pp/serv – what is being done to help children achieve? National average is a lot higher. School only have 2 children. Not statistically significant. Greyed out. Still important to track and for children to achieve GD.</p> <p>Any information on scatter plots? Page 8 reading scaled scores gives food for thought. Interesting that lines crossed. Having been at the top it is showing that data has dipped</p> <p>Due to time constraints it was decided to cut short although AGC found this a very useful exercise and wanted to thank KH for time and effort with this.</p> <p>Performance summary report – ES pulled out main points. Highlighted in red and green. In Ofsted section on GVO.</p>	
8.	Resources WP Feedback from meeting on the 5th March including risk register and any update on capital works	BW
	<p>Circulated ahead of meeting and noted the following points:</p> <p>Finance - An error had been noticed within the management accounts resulting in a negative impact. Catering service was predicting profit of 20K per year, with money being ploughed back into school. Flawed costing given and now showing profit of 6.5k. Meaning 13k less money allocated elsewhere and In year savings made elsewhere in budget wiped out. Not in deficit this year but not building reserves. How did this get through? Staff absence/return to work 'fallen through the cracks' and a corrected report was not passed on. Finances not in strong a position as originally thought. All now in order with accurate costing. Feedback and observations from Zest, WMAT catering service, are very positive about with a really good service being delivered. When decision made to transfer to Zest from LA would still made same decision to move across? Yes. Still great level of service and right service. Negative budget but right service. Cost kept same as LA.</p> <p>An AGC member felt that although there was a negative impact on the school, they were happier that the profit was reduced from 20k to 6k as school meals shouldn't be an area where profit should be made from parents.</p> <p>Swimming pool – A new contract has been drawn up by Gordon on how 'lessons will be delivered and responsibilities for building'. Dave Cook, WMAT Trading Company has looked at the document and unfortunately the document is not fit for purpose and school will not be signing as it is. A</p>	

	<p>question around the length of the lease (99 years) has been raised. What would happen when Gordon not able to provide these lessons. Would be sold on?</p> <p>Is there a time frame on signing agreement?</p> <p>Gordon under resourced in putting agreement in place. Work would have to be carefully managed. DS and WMAT, and not AGC, to decide on this.</p> <p>Safer Recruitment training – DS and BW to email governors</p> <p>Clerk to check training record and report to BW on who had attended safer recruitment training.</p>	Clerk
9.	Foundation Governor feedback	IF
	<p>Report circulated ahead of meeting.</p> <p>Minutes uploaded with 1 development. In contact with Emma King.</p> <p>Foundation governor designate. Hopefully in post by next meeting.</p>	
10.	Any Other Business	
	<p>Risk register is a live document, on GVO within Resources section. – inviting comments.</p> <p>DC will email comments to BW</p> <p>Will be reviewed at end of year to see how valuable document is.</p> <p>BW attended Audit & Risk meeting – WMAT own risk register isn't any further on than school's. Encouraged to make document more useful.</p> <p>A Happy Easter was wished to all AGC members.</p>	
11.	Date of next meeting - 21st May 2019	

Meeting closed at: 8.00pm

Action Record

	Action	By Whom	Meeting Date	Due Date
1	Human Flourishing training Thursday 25th April 2019. ST To check if any AGC members attending.	ST	26/03/19	
2	RR to action manual doodle poll re Governor Day date	RR	26/03/19	
3	Clerk to distribute AGC members with school email addresses and passwords to be used after Easter	clerk	26/03/19	
4	SEND children next steps to accelerate progress. SENCO and DS will report back at next curriculum meeting	DS/SENCO	26/03/19	
5	NGA funding campaign information carried forward to next AGC	DS	26/03/19	
6	RR to circulate Chairs Forum agenda ahead of meeting for AGC comments/input .	RR	26/03/19	
7	Safer Recruitment training Clerk to check training record and report to BW on who had attended safer recruitment training.	Clerk	26/03/19	
8	Clerk to email all Governors the new Skills Audit. DS to meet with MJ & RR to discuss – clerk to resend	Clerk	05/02/19	
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Signed (Chair) :

Date :