



24/03/2022

## Minutes

### Local Governing Board; Windmill Hill Academy Friday 18<sup>th</sup> March 2022 at 9.30am at the Trust Central Office

#### 1. Welcome and Apologies

**Present:** John Harris (Chair), Anna Body, Nicky Gilbert, Adam Matthews, Andrea Richards, Nichola Vidler, Sarah Jones, Abby Bassett (HoS)

**Apologies:** Jo Callow (Executive Head)

**In Attendance:** Toni Martin (Governance Officer), Ann Cullum (Assistant Governance Officer)

The Chair welcomed everyone and gave all a chance to introduce themselves. TM introduced the new Assistant Governance Officer, Ann Cullum who will be supporting LGBs going forward.

#### 2. New Governors

Andrea Richards and Nichola Vidler were appointed as co-opted governors as at 18<sup>th</sup> March 2022 with a 4 year term due to end on 18<sup>th</sup> March 2026.

Sarah Jones is now appointed as staff governor as at 18<sup>th</sup> March 2022 with a 4 year term due to end on 18<sup>th</sup> March 2026.

#### 3. Declarations of Interest Relevant to this Agenda

None relevant to this agenda.

#### 4. Confirm Minutes of LGB Autumn Meeting (3<sup>rd</sup> December 2022) and Matters Arising

Monitoring and visits for next term: *see item 14*

- Working group – to cover curriculum, school progress and improvement, 5 year ambition plan and visible learning (all governors)
- School ethos, behaviour and well-being – during a visit to Christmas activities – KS1 at 2pm on 15<sup>th</sup> Dec in Town Hall or KS2 carol concert at St Mary's at 2pm on 16<sup>th</sup> Dec (all governors invited)
- Safeguarding Monitoring (JH)
- Chair's meeting with Head (JH)
- Data monitoring visit (AM)
- Pre-School Meeting (NG) – noted that NG is link for early years and this will now include oversight of the pre-school.
- Governor presence at the spring parents evening (times and who to be confirmed nearer the time)

Decision made to accept minutes as a true and accurate record of the meeting and the Chair signed a copy.

## 5. Confidential Matters

None.

## 6. Headteacher Report

AB provided her Head's report to governors and explained the format of her reporting for the benefit of the new governors. She discussed some key points from the report noting some data results such as Yr 6 have made accelerated progress in reading and SPAG (so now the focus is maths). It was also noted that EYFS data is looking very positive and the predicted data is even better. The majority of pupils are making expected or better progress with overall figures currently sitting at Reading – 81% , Writing – 71% , Maths – 83%. She updated on some of the provision and how the staff are being utilised for this.

AB gave an update of the children on roll (currently 195) and the governors discussed the predicted future numbers for September, the activities that attracted new parents that have been restricted due to covid over the last couple of years and what activities are planned. AB noted the % of children that fall within the 'deprivation' postcodes according to the spring 2021 census.

AB noted that staffing is back up to the full compliment. Tutoring is ongoing, targeting mainly writing but will now also do some additional tutoring this term with Yr 6 maths. **When using an agency, if you don't get a choice over which tutors turn up, do you have the ability to go to the agency and make amendments to the tutors that support the school?** AB explained how the process works. **Is the agency you use chosen by the trust or have you chosen it?** AB explained the agencies is not mandated by the trust but many of the trust schools use the same agencies. **How much longer will the funding continue and is it sufficient?** AB explained the funding window, that the funding has been helpful and that all tutors are experienced and qualified teachers. The early years framework was discussed. **Are parents provided with information to allow them to support this early learning at home?** AB and SJ explained how this works.

Mid-point reviews of staff performance management are in the process of being completed and will be completed by the end of term. AB updated governors on the covid situation. She also noted that non-attendance due to covid is now recorded in the attendance figures (where it wasn't before) so this will affect the attendance percentages going forward. The governors discussed the measures in place to address any cases of non covid related low attendance.

## 7. Improvement Plan & Attainment/Progress

Attainment and progress; see item 6.

AB noted the new SEF format and how the school evaluates its performance; the school is currently judged as a good school. AB provided an update on the improvement plan and exceptions reports. Update on the priorities was noted – writing (discussed in item 6), EYFS (discussed in item 6 & 11), curriculum implementation (ongoing) and visible learning (ongoing). It was noted that there is a lot of positive progress towards these priorities, with positive monitoring reports received from the trust improvement officers. Priorities were allocated to governors to suit their lead roles, although all governors will monitor visible learning.

## 8. Cyber Security

TM provided an update on cyber security audit and action plan, the accreditation process, the new suite of cyber/IT related policies and the requirement for cyber security training in the near future.

## 9. Safeguarding / Health & Safety

AR agreed to be the new safeguarding lead. SCR checked by JH at the working group and no issues to report. All KCSiE changes have been shared with and noted by all staff. Previous S157 submitted previously and this was positive. AB noted the changes with the S157 cycle. AB noted the new low level concerns reporting system regarding any staff/visitors etc called Confide; this doesn't change current practices but does provide a way to record genuine concerns. The governors discussed this in detail.

H&S update was given including latest fire risk assessment, building surveys and training. [Is the school going to get a defibrillator?](#) This was discussed in detail including priorities, funding and maintenance.

## 10. Review Vision & Ethos

Vision and ethos reviewed and amended when the capabilities curriculum was introduced. It was agreed that the current vision and ethos is fit for purpose.

## 11. Pre-School/EYFS Statutory Framework

AB noted the new framework has been implemented from September including new assessments. There are no issues to report.

AB updated the governors on pre-school, the pre-school committee minutes and the pre-school terms of reference (previously approved) were shared with the governors. NG will clarify some matters addressed in the minutes and report back to governors if there are any issues.

## 12. Stakeholder Engagement

AB gave an update on pupil voice and conferencing. Parental surveys are awaited but plenty of positive feedback by other means.

## 13. Set Term Dates

Term dates for 2022-2023 approved.

## 14. Governor Monitoring & Training

Working group covered curriculum, school progress and improvement, 5 year ambition plan and visible learning on 11<sup>th</sup> Feb 2022. Separate notes provided to governors.

Monitoring and visits for this term:

- School ethos, behaviour and well-being – during a visit to Christmas activities – KS1 at 2pm on 15<sup>th</sup> Dec in Town Hall or KS2 carol concert at St Mary's at 2pm on 16<sup>th</sup> Dec (all governors invited). *JH, AB, AM and NG attended. It was noted that the children performed well, behaved well and that as this event was one of the first opportunities after covid, it was great for bringing the community back together, and integrating the school into the community. The children were pleased to see their parents and grandparents there watching them.*
- Safeguarding Monitoring (JH). *JH discussed safeguarding during visit with the HoS, also see item 9.*
- Chair's meeting with Head (JH). *Complete.*
- Data monitoring visit (AM). *Complete, report awaited.*
- Pre-School Meeting (NG). *It was noted that NG is link for early years and this will now include oversight of the pre-school. Did not attend meeting on this occasion but will in future and has oversight of the minutes.*

- Governor presence at the spring parents evening (times and who to be confirmed nearer the time). *This is imminent – carried forward.*

The Chair is due to meet with the trust CEO prior to end of term and will report back to governors at the next meeting.

#### **Confirm governor lead roles:**

The following lead roles were agreed.

<b>NAME</b>	<b>ROLE</b>
JOHN HARRIS	Improvement, Pri 4, Well-being
ANNA BODY	Stakeholder, SEND
NICKY GILBERT	Pre-school, Early Years (inc Curriculum), Pri 2 & Whistleblowing
ADAM MATTHEWS	Data/Pri 1/ Information
ANDREA RICHARDS	Safeguarding & PE
NICHOLA VIDLER	Curriculum, Pri 3, PPG
SARAH JONES	Curriculum, Stakeholder
ABBY BASSETT	Provision of Teaching and Learning

#### **Agree monitoring and working group for next term**

- **Governor presence at the spring parents evening (All).** Carried forward as this takes place on 29<sup>th</sup> & 30<sup>th</sup> March from 3.30pm to 6pm. Governors will liaise with AB to ensure governor presence throughout where possible, this will allow for some parental engagement.
- **New governor orientation visit to school for AR & NV (AB)**
- **Safeguarding monitoring visit with AB and meet Claire Paul, Trust Safeguarding lead (AR)**
- **Review 21-22 PE plan for impact and look at 22-23 Plan with JB (AR)**
- **Review 21-22 PPG plan for impact and look at 22-23 Plan with AB (NV)**
- **Review data (AM)**
- **SEND monitoring with SENDCO (AB)**
- **Pre-school/EYFS with SJ (NG)**
- **Discuss SEF, monitor improvement and well-being with AB (JH)**
- **DBS for AR & NV (AB)**

#### **Governor Training**

Safeguarding for Governors training complete (AR 18<sup>th</sup> Feb, NV 6<sup>th</sup> Mar, NG 2<sup>nd</sup> Mar)

Prevent Training complete (AR 20<sup>th</sup> Feb, NG 28<sup>th</sup> Feb, NV 15<sup>th</sup> Mar)

Safeguarding for Lead Governors complete (AR 9<sup>th</sup> March)

EYFS training complete (NG 17<sup>th</sup> Jan)

Challenge & Accountability Training complete (NG 7<sup>th</sup> Mar)

**NG also booked on governor monitoring training 24<sup>th</sup> Jun 2022.**

**JH to do complete prevent training.**

**AR & NV to complete initial governor training.**

This meets all current training requirements. AC will keep the governor training record up to date and notify any outstanding training requirements in future.

#### **15. Any Other Business**

Minor amendments required to the first aid policy due to some DfE direction. Approved.

16. **DONM**

Date of next meeting is Friday 1<sup>ST</sup> July 2022 at 9.30am at Trust Central Office.

Meeting closed at 12 noon.

TJH Martin

ADMAT Governance Officer

**Distribution List:**

John Harris	Chair/Co-opted Governor
Anna Body	Parent Governor
Nicky Gilbert	Co-opted Governor
Adam Matthews	Parent Governor
Sarah Jones	Staff Governor
Andrea Richards	Co-opted Governor
Nichola Vidler	Co-opted Governor
Abby Bassett	Head of School
Jo Callow	Executive Head Teacher
Will Hermon	CEO
Steve Tavener	Chair Board of Directors