

Violet Way Multi Academy Trust
VIOLET WAY ACADEMY

Minutes of the Local Governing Board meeting held at Violet Way Academy
on Monday 4th October 2016 at 4:00 pm

Item		Action																					
1.	<p>Present: (JS) Mrs J Smith (Chair) (KO) Miss K Owen (Acting Head Teacher) (GW) Rev G Willett (JH) Mrs J Harrison (ER) Mrs E Revell (DH) Mrs D Hylton (VB) Mrs V Blundell (Chair of Trust Board)</p> <p>In Attendance: (AJ) Mrs A Jones, Clerk to the Violet Way MAT Board (ZI) Mrs Z Insley (Board Trustee) (RB) Mr R Burns (Substantive Headteacher 1.1.17) (TV) Entrust Clerk to LGB</p> <p>Apologies: No apologies were received and all governors were present.</p>																						
2.	<p>Minutes of previous meeting held on 9th May 2016 Resolved: The minutes and confidential minutes were approved as an accuracy and true record of that meeting. Action: Minutes to be made available for display and copy sent to Trust.</p>	JH																					
3.	<p>Matters arising from previous meeting.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Min No</th> <th style="text-align: center;">Action required</th> <th style="text-align: center;">Action completed</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">212(e)</td> <td>Check that ER has signed Code of Conduct</td> <td style="text-align: center;">Complete</td> </tr> <tr> <td style="text-align: center;">214 (b)(ii)</td> <td>VB informs office re numbers of Glascote governors attending Safeguarding level 1 training 5.09.16</td> <td style="text-align: center;">Complete</td> </tr> <tr> <td style="text-align: center;">214 b) (iii)</td> <td>Governors at Violet Way confirm if they are attending Safeguarding level 1 training 5.09.16</td> <td style="text-align: center;">Complete</td> </tr> <tr> <td style="text-align: center;">219 (a)</td> <td>MF checks all governor DBS/ acts accordingly if none or not enhanced</td> <td style="text-align: center;">See below</td> </tr> <tr> <td style="text-align: center;">219 (b)</td> <td>Provider to issue governor emails</td> <td style="text-align: center;">JH to follow up.</td> </tr> <tr> <td></td> <td>Request – Clerk to send electronic copies of 2014/15 & 015/16 LGB minutes to Chair</td> <td style="text-align: center;">Done 12.05.16</td> </tr> </tbody> </table> <p>Additional updates:</p>	Min No	Action required	Action completed	212(e)	Check that ER has signed Code of Conduct	Complete	214 (b)(ii)	VB informs office re numbers of Glascote governors attending Safeguarding level 1 training 5.09.16	Complete	214 b) (iii)	Governors at Violet Way confirm if they are attending Safeguarding level 1 training 5.09.16	Complete	219 (a)	MF checks all governor DBS/ acts accordingly if none or not enhanced	See below	219 (b)	Provider to issue governor emails	JH to follow up.		Request – Clerk to send electronic copies of 2014/15 & 015/16 LGB minutes to Chair	Done 12.05.16	
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	Further L1 safeguarding training to be made available for all governors at Glascote. Dates to be confirmed.	RB to circulate																					

		dates.
	KCSiE document to be circulated to all governors asap	KO
	DBS enhanced certificates to be entered on central register and appropriate actions to be taken if not in place.	VB /JH/ KO
	Governor emails – delay in setting up access and use. To be followed up and governors to be notified when available.	JH
	Website compliance to be checked at next meeting (Agenda) NGA checklist to send +NGA glossary for circulation to governors.	TV
CON.	Confidential updates – see attached minutes.	
4.	<p>Reports</p> <p>a. Chair’s Report; Chair’s and Vice-Chair’s Actions</p> <ul style="list-style-type: none"> • The Chair reported that she had written to parents at the start of term regarding the “Drop off Zone”. She had asked parents to bring their children onto school grounds at the start of the day to ensure their safety. • The Chair reported that she had supported the removal of a new child from school roll, due to living out of area and accepting a place at another school. The parents had asked for the place at Violet Way to be reserved for a possible relocation and changes in custody. The Chair had informed parents that this was not possible. <p>b) Headteacher’s Report The Acting Head presented her report which included information relating to:</p> <ul style="list-style-type: none"> • Overall school effectiveness • SDP priorities • Safeguarding • Quality of Teaching, Learning and assessment • Performance Management • Assessment • CPD • Personal development and behaviour • NoR • Attendance • Behaviour • SEN • Premises / H+S • End of year data. <p><i>Governors noted that the SEF judgement of outstanding in most areas.</i></p> <p>KO informed governors that support from Trust Heads had strengthened school leadership and she was very grateful for this. <i>Governors asked if letters of thanks had been sent to Dr Marshall.</i> VB confirmed that the Trust Board had written to her and JS confirmed that a letter of thanks had been sent on behalf of the LGB.</p> <p>KO noted that the development days at Branston had been really useful in identifying and focussing on school priorities.</p> <p>KO noted an increase in safeguarding cases over the summer term.</p>	

	<p>Staffing changes were shared with the governors, including maternity leave arrangements. <i>A governor asked if a decision had been made regarding a Y2 class and future staffing.</i> RB noted that this will be reviewed as part of his overview of staffing, budget and resources at a later date.</p> <p>KO reported that Performance Management reviews will be completed by 31.10.16</p> <p>Teaching observations will take place during the first two weeks in November. <i>Governors are invited to participate in these with senior leaders.</i></p> <p>Assessment- KO reported that bespoke assessment is in place for Reading and Maths. Writing assessment has to be completed. The outcomes of school assessment are used to inform Pupil Progress meetings and appropriate intervention programmes for individual/ groups of pupils. Pupils are responding very positively to marking scheme.</p> <p>CPD – Writing is to be a focus for MAT training during this year. ICT training will also be provided for staff over this term to improve classroom support. Twilight training sessions will take place to meet aggregated hours for 24/25th July INSET days.</p> <p><i>Governors asked about the numbers of pupils on roll.</i> KO reported that school is currently full and 11 children are on the waiting list for places.</p> <p><i>Governors asked about attendance and how it compared to national average.</i> KO said that attendance is 96% - just above the national average. The procedures for pupil absence continue to be robust and school has taken positive steps to ensure that parents appreciate the impact of odd day absence.</p> <p><i>Governors asked if there were any behaviour issues they needed to know about.</i> KO reported that behaviour is good overall and the rewards system is effective.</p> <p>KO informed governors that Parental Consultation meetings will take place later this term and non-attendance will be followed up individually. Additional time has been timetabled for consultation regarding SEND.</p> <p>The new accommodation (administration) has had a very positive impact.</p> <p>KO informed governors that Risk Assessments have been completed for using the woodland areas for learning.</p> <p>Data headlines EYFS – Overall 75.5% pupils achieved good level of development (GLD)</p>	
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	<p>The weakest area remains writing.</p> <p>Year 1 Phonics – 89% pupils achieved required standard (target 90%) 2 pupils were dis-applied and thus school data excluding these children is 91% achieved the required standard.</p> <p>End of KS1 data Data indicated highly effective teaching and learning. Data is not yet available to compare with national / Staffordshire data. Action: Comparative data to be reported at next LGB meeting on 6.2.17</p> <p>Resolved: The Acting Head was thanked for her report.</p> <p>c) Committee Reports No reports were received at this meeting.</p>	RB /KO
5.	<p>School Improvement and Evaluation</p> <p>a) School Development / Improvement Plan <i>Governors noted that the school priorities had been addressed in the HT report.</i> Action: Update on progress required at next LGB meeting.</p> <p>b) Evaluation (NGA 21 Questions) VB informed governors that Trust Board would be considering 21 MAT key questions as part of their evaluation of effectiveness. LGB evaluation would follow at a later date.</p>	RB/KO
6.	<p>Academy Items</p> <p>INSET Days and School Closures 2016-2018</p> <p>Governors noted that the dates for 2016/17 had been agreed and published. Action Dates for 2017/18 have to be arranged.</p>	RB
7.	<p>Safeguarding Updates</p> <p>a) DBS Update Governors noted the requirement for all governors to hold DBS enhanced registration with effect from 1.9.16 Action: At next meeting confirm central register is compliant with regulations.</p> <p>b) Keeping Children Safe in Education 2016 Governors noted that training has been received by staff. KCSiE to be sent to all governors and they are asked to sign a central record of awareness at next meeting on 6.2.17 Action: LGB members to sign central copy.</p> <p>c) Online Safety Information for School Governors The clerk informed governors of the Ofsted requirement for governors to monitor the effectiveness of e-safety policy and practice within school. VB shared information regarding training available from NSPCC which she recommended to governors.</p>	JH/ RB LGB/JH

	<p>Action: Link Governor to be appointed to monitor safety (next meeting 6.2.17)</p> <p>d) Female Genital Mutilation: New Statutory Guidance</p> <p>e) Children missing from Education due to health/medical needs protocol</p> <p>Action: MAT policy / guidance is being revised in line with Staffordshire Safeguarding Board policy and will be made available to LGB.</p> <p>Resolved: Governors noted Safeguarding information provided in GIP Autumn 2016.</p>	<p>JS /RB</p> <p>JS/VB</p>
8.	<p>Health and safety</p> <p>a) H&S Audit Outcome (JH) The H+S audit report had been received by governors. An action plan has been written to address:</p> <ul style="list-style-type: none"> • Training and management of asbestos • Contractors hazard Management • Emergency / Business continuity desktop exercise. <p>JH reported that the Trust will not be continuing with Entrust H+S due to concerns regarding the quality of inspection/ support. The Trust has changed to a DfE approved provider and will be working with them to revise Risk Assessments, Competent person and other aspects.</p> <p>Action: Report back to LGB on development work with new provider.</p> <p>b) e-Safety See item 8c RB stated that he will be undertaking a 360° review of e-Safety. It was noted that the Trust has an e-safety policy which informs practice.</p> <p>Action: Feedback to LGB at next meeting on 6.2.17 <i>Governors discussed the use of social media. The Chair reminded governors of their individual responsibility to use caution and to ensure total avoidance of all school matters on their personal accounts. RB said that he had concerns about school issues being shared on Facebook and wanted to ensure all issues come into school to be addressed appropriately. Governors concluded that sharing school business on Facebook or similar media could be identified as a breach of confidentiality and governors could be removed from their position if this was proven.</i></p> <p>Resolved: Governors are reminded to ensure confidentiality at all times, including use of social media.</p> <p>c) Security KO reported that ground work in the woodland area had taken place. There has been unauthorised trespass out of school hours. <i>Governors asked how access to site was happening.</i> RB reported that gates were locked, fencing was in good repair and</p>	<p>JH/RB</p>

	<p>school had taken all precaution necessary to prevent access.</p> <p>KO said that the impact of the work had increased visibility of the site for pupil use.</p> <p><i>Governors asked if appropriate risk assessments had been completed and if staffing ratios were adequate when woodlands are used.</i></p> <p>KO confirmed that staffing was sufficient and risk assessments were in place for outdoor learning.</p> <p>Action: Unauthorised access to be monitored and if required additional action to be implemented including revised risk assessments regarding intruders.</p> <p>d) Parking</p> <p>Governors discussed the County Council approved Drop Off Zone. SJ and RB had received a letter from the County Councillor requesting a meeting to discuss this zone. It had been suggested that school resources are used to manage the movement of pupils from the Drop Off zone into school.</p> <p><i>Governors identified that this could create risks for the budget, health and safety, safeguarding, ensuring adequate supervision and impacting on the responsibility of parents.</i></p> <p><i>Governors identified the double yellow lines as another risk, which has resulted in increased speed outside school.</i></p> <p>VB suggested that Highways Agency be contacted to discuss the issue.</p> <p>Action: JS and RB to meet with County Councillor and to report back at next meeting 6.2.17</p> <p>Action: School to contact Highways Agencies informing of them of the increased risks new system has created.</p>	<p>JS/RB</p> <p>RB/KO</p>
9.	<p>Privacy Notice 2016-2017</p> <p>JH confirmed that Privacy notice has been issued to all new parents in admission packs.</p> <p>AJ reminded governors that information was also required about the use of CCTV and the privacy notice needed to be published on website.</p> <p>Action: Update Privacy notice and publish on website.</p>	JH
10.	<p>Proposed Admission Arrangements 2018/19</p> <p>The current PAN is 90. School is at capacity and cannot admit pupils beyond the PAN.</p> <p><i>Governors discussed the catchment area – it's historical boundaries and the problems that changing the boundary could create.</i></p> <p><i>Governors identified the need for the same boundaries to be used as partner Junior School.</i></p> <p><i>Governors also identified the additional pressure new housing development could bring on oversubscribed demand for places.</i></p> <p>Resolved: Governors decided that no changes should be made to current catchment area and the PAN should remain at 90.</p> <p>Action: Copy of these minutes to be kept with admissions file in case required for appeals process in the future.</p>	JH
11.	<p>HR Aspects</p> <p>Headteacher Performance Management Review Panel</p>	

	VB confirmed that HT performance management will be led by Trust board. Andrea Dawson has been appointed as External Advisor.	
12.	<p>Other Information Items (GIP Autumn 2016)</p> <p>The clerk advised the governors about the following information from GIP</p> <p>a) Changes to Ofsted inspection – Governance. The importance of challenge and fulfilling the core functions of governance. Governors should be actively evaluating their performance and identifying how to improve. The advice and exemplar questions in GIP could be useful for governor visits and monitoring. Action: VB (Trust) to meet with AJ and TV to discuss how they can support governor training.</p> <p>b) Lettings – H+S advice Action: JH to review letting procedures to ensure in accordance with advice.</p> <p>c) Financial Effectiveness advice Action: JH to prepare report for next LGB meeting 6.2.17</p> <p>Resolved: Governors noted the contents of GIP</p>	VB/AJ/TV JH JH
13.	<p>Confidentiality</p> <p>Governors identified Chairs Action and information from Confidential Minutes arising should be recorded as confidential and not be available for display.</p>	
14.	<p>Any Other Business</p> <p>Action: AJ to send MAT Trust meeting schedules to LGB members.</p>	
15.	<p>Confirm Date and Time of Future Meetings</p> <ul style="list-style-type: none"> Monday 6th February 2017 at 4.00pm (Agenda + Papers to Clerk by 20th January 2017 please) Monday 15th May 2017 at 4.00pm 	
	Meeting closed at 5.45pm	

Signed _____ LGB Chair _____ Date

Agreed actions from meeting:

Page	Item	Action required	Who?	Outcome
1	3	Follow up issue of governor email access and addresses	JH	
2	3/8b	Send KCSiE to all LGB members. LGB to sign central copy before 6.2.17	KO	
	3/8a	Confirm DBS enhanced held by all LGB members and recorded on central register.	VB /RB/JH/KO	
	3	Website compliance to be checked	??	
	3	Send NGA website / glossary information	TV	
4	4	Update comparative data report – RoL -	RB/KO	6.2.17 Agenda
4	5	MAT 21 Questions outcome	RB/KO	6.2.17 Agenda

4	6	Set INSET dates 2017/18	RB	
5	8b	e-Safety governor to be appointed	JS/RB	
		MAT safeguarding policy to be published	JS/VB	
5	7	H+S report – new provider	JH/RB	
6	7d	Meeting with County Cllr - feedback	RB/JS	
		Inform Highways Agency of new risks	KO/RB	
	8	Privacy notice update + website	JH	
	9	Minutes to admissions file	JH	
7	11a	Training plan	TV/AJ/VB	
	11b	Review lettings re: GIP advice (appendix)	JH	
	11c	Financial Effectiveness re: GIP	JH	Agenda 6.2.17
7	AOB	Send Trust meeting schedule to LGB	AJ	

- Monday 6th February 2017 at 4.00pm
(Agenda, Committee reports, Link reports + Papers to Clerk by 20th January 2017 please)