

Hardingstone Academy

Minutes of the Local Advisory Board meeting held on the 17th of September 2018, 18:00 at Hardingstone Academy, Martins Lane, Hardingstone, NN4 6DJ

Agenda item	Discussion	Action
1. Present and introductions	<p>Present: Angie Milne (Former Governor and Chair) Zoe McIntyre (Principal) Joan Martin (TB appointed member) Suzanne Fairey (TB appointed member) Joshua Coleman (CEO: EMAT) Ali Dowler (School Business Manager) Carole Kirby – minutes – (Head of Governance: EMAT)</p> <p>All were welcomed to the meeting. CK and JC reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off. It is intended that all future minutes, once approved, would be kept at the school in hard copy format and that they would also appear on the school's website. CK explained that individual governor names would not be recorded against comments and questions and that items of a confidential nature within any meeting should be agreed at the time and would be separated from the minutes on public display.</p>	
2. Apologies	<p>Apologies had been received from Jolene King (TB Appointed governor), Nicky Wilson Everett (governor) and Sue Neighbour (Staff Governor). It was noted that Mark Pointer had resigned from the board; ZM had forwarded an email to CK.</p>	<p>CK note resignation of MP</p>
3. Quoracy	<p>The meeting was not quorate as at least three governors were not present. It was decided to go ahead with the meeting although decisions could not be made by the board without quoracy. Administrative</p>	

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	matters could still be dealt with and the meeting would act as a working party.	
4. Declarations of interest	There were no declarations of interest pertaining to this agenda in addition to those already recorded on the annual Register of Interests.	
5. Appointment of Chair and Vice-Chair	<p>As the meeting was not quorate a Chair and Vice-chair could not be organised. AM volunteered to return to the board on an interim basis and sit as Chair until a solution can be found. It was agreed that this should happen and AM took the Chair for this meeting.</p> <p>CK and JC outlined the role of the Chair and CK explained that she could also deliver some governor training around 'taking the chair' to Chairs of governors and aspiring Chairs.</p>	<p>CK to organise Chairs' training</p> <p>Trust Board (TB) to consider Chairing of this LAB</p>
6. Notification of AOB items	<p>The Chair invited notifications of any AOB items so that they could be considered in plenty of time or moved to another meeting.</p> <p>There were no notifications of AOB.</p>	
7. Minutes of the meeting held 12/06/2018 and matters arising	<p>The minutes of the meeting held on the 12th of June 2018 were reviewed and were agreed to be an accurate representation of the meeting. As AM had chaired that meeting it was agreed that she should sign the minutes off and the minutes were duly signed.</p> <p>There were no matters arising.</p>	
8. Action points	<p>Actions from the meeting held on the 12th of June 2018 were reviewed:</p> <ul style="list-style-type: none"> i. Meeting attendance - done ii. The PREVENT lock down procedure will be carried out after half term and before Christmas. ZM has liaised with J Cursley to share best practice. 	

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	<p>iii. Bikeability – Yrs 3 and 4 will receive the training for free because there are more than 20 children involved and we signed up very quickly. We will pay for years 5 and 6 at a cost of £132.00 +VAT for 12 pupils. We can use Spots Premium funding for this.</p> <p>iv. The 2018-19 budget had been agreed.</p> <p>v. Marketing – We have a member of staff who is helping and there is a Toddler magazine the school can advertise in. We have open days on September the 19th and 20th and have put an advert out to all local nurseries. A governor asked if Facebook had been utilised. The Trust has a Facebook page. ZM to contact the PR and Communications Manager, Joni Ager. AM reported that she can also add the school to the village FB platform.</p> <p>vi. Newsletter – this is now going out using Microsoft SWAY.</p> <p>vii. Parents’ choice of school – there was concern about the reputation of the school if we targeted parents for whom we were second choice to see if they are happy with their first choice of place. There was a short discussion and it was felt that there would be a preference for targeting parents before they made any choice. A governor asked how many children the school admits who move because they do not like their first (and allocated) choice. 7 children admitted: 1 went to a special school 1 did not attend as there were no places for siblings in KS2</p>	<p>ZM contact Joni Ager</p>

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	<p>2 went to another school 3 moved out of the locality. In addition to this there were 2 children who we have to report as missing in education as they were out of the country and have not attended even though they were allocated places</p> <ul style="list-style-type: none"> i. The governor monitoring cycle is an agenda item for this meeting. ii. Appointment of a Chair of Governors will be considered by the Trust and discussed at the next local board meeting. iii. The music in the playground has not been tried. It will be introduced as part of the teacher appraisal process. iv. Meeting dates appear on the agenda for this meeting. 	
9. Constitution of board	<ul style="list-style-type: none"> i. Lead Governor Roles: PP, SG, SEND, website. CK explained the role of a Lead Governor and asked for volunteers to take the positions outlined above. SF volunteered to become the Lead for Pupil Premium; JM volunteered to take the Lead for SEND and AM volunteered to be the Safeguarding Lead. A new website was planned to be operational by Christmas and the Trust would review it against statutory requirements. ii. Standards and Performance committee. CK and JC outlined the purpose of this committee of the local board and reiterated that the local board's focus was on standards, performance and outcomes for pupils. It was agreed that whilst the board is 	<p>CK – Email statutory requirements for website and email materials to all Lead governors</p> <p>All – note members of S&P committee</p>

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	<p>small all current members should sit on the S&P committee.</p> <p>iii. It was agreed to carry forward the appointment of a Chair to the Standards and Performance committee to the first S&P meeting.</p> <p>iv. CK reported that she had recruited one new members of the local board through Inspiring Governance and that governor recruitment was ongoing. Under the new Scheme of Delegation, which would be adopted by the Trust Board on the 20th of September, the local board will consist of ten people: 5 TB appointed governors 2 Elected Parent governors 1 Elected Staff governor 2 co-opted by the local board This allowed local representation and was large enough to cope with the work but small enough that a focus could be retained and for meetings to be productive. The board is therefore carrying vacancies for 2 Elected parent governors and 2 co-opted governors (plus 1 TB appointed if AM steps down). ZM and CK will organise the parent elections ASAP. The board were asked to consider whether they knew of anyone within their communities who might make a good governor and if so, speak to ZM or CK so that they can be invited for a meeting and to see the school.</p> <p>v. JC gave an outline of the governance functions across the Trust and key personnel. There are three Members and eight</p>	<p>CK/ZM organise parent elections</p> <p>All – consider personal contacts & introduce to ZM /CK</p>

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	<p>Trustees. The Trust Board holds overall accountability for the schools and delegates some of that to the local boards who are known as 'Local Advisory Boards'. The LAB's focus is on Standards and Performance. Boards will receive the Management Accounts but will not have to work out the budget as budgetary responsibility will sit at Trust Board level; the executive team will conduct the operational elements and the Trust Board will monitor and evaluate. This does not preclude any local board asking questions about budgets and finance or requesting further information and Principals will have a portion of delegated budget which they may seek local board views on with regard to expenditure. The new Scheme of Delegation will be emailed to all governors on local boards once the Trust Board has formally adopted it.</p> <p>CK reported that the hyperlinks on the agenda for this part of the meeting would take governors to the Governance Handbook and Competency Framework which were useful reference tools and should be bookmarked and read as people had time.</p> <p>vi. Governor Training: CK planned to roll out some governor training across the Trust to cover safeguarding for governors; an introduction to the role; taking the Chair; understanding data and effective monitoring. Governors were asked to consider whether an evening or daytime slot would be preferable. All agreed a</p>	<p>CK – email SoD</p> <p>All – save links to Governance Handbook & Competency Framework and read at future point.</p> <p>CK – organise governor training dates.</p>

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	<p>twilight session would be most manageable. CK will offer a choice of dates to ensure maximum participation.</p>	
<p>10. Board Housekeeping</p>	<p>i. Code of Conduct – CK had distributed the NGA Code of Conduct to all board members to read. CK explained that the code is based on the Nolan Principles of Public Office and it was important to retain confidentiality and challenge in a respectful manner. All governors signed a pro-forma to indicate that they had read the Code of Conduct and would adhere to its principles.</p> <p>ii. CK reminded all governors to return the skills audit to her so that future recruitment can be tailored to skills gaps and so that a training needs analysis can be created. The audit will be conducted on an annual basis to ensure training is relevant and new governors are recruited to skills required. A governor asked what benchmark they should set when considering their skills. Using financial skills as an example, CK replied that the standard is not that of an accountant but higher than the average lay person who has never seen a set of business accounts.</p> <p>iii. CK collected outstanding Declaration of Interest forms for 2018-19.</p> <p>iv. KCSiE 2018 – CK had placed a hyperlink in the agenda for this meeting so that all governors can read Keeping Children Safe in Education Part One and Annex A. Those that had read the document</p>	<p>All – return skills audit if not already done</p> <p>All – send Declaration of interest form if not returned</p>

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	<p>signed a pro-forma and others were asked to read the documentation as a matter of urgency before they sign. CK reminded the board that although there was a Lead governor for Safeguarding governor, safeguarding was everyone's concern and all needed to be aware of it.</p>	<p>All – read KCSiE part One and Annex A</p>
<p>11. Principal's Report</p>	<p>The report had been distributed before the meeting. ZM explained that she had changed the format, having looked at some examples from outstanding schools.</p> <p>Staffing – The school has a reduced number of staff now working part-time and this is working well. There should be two FTE teachers in years 1 and 2 but we only have 30 pupils in each year group. Admissions have recently allocated pupils to the school but if we admit them then we will have to split the classes which will be uneconomical in terms of staffing. Admissions have offered to close our admission list. A governor asked how many new pupils would make the classes viable. It would not be economically viable to spilt the class should admissions allocate one pupil. We would need at least another 10 pupils allocated meaning 20 pupils in each class.</p> <p>ZM reported that the school has a HLTA, TA and teacher in year 1 and a TA and teacher in year 2; we could have three classes of mixed year groups if not enough pupils are admitted to form another discrete class.</p> <p>A governor stated that it might be difficult to then tailor the curriculum and differentiate.</p> <p>ZM commented that the concern may be year 2 as that is a SATs year and it would unsettle parents. There was a discussion about the nuances of mixed year groups. All agreed</p>	

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	<p>that the school wants pupil numbers to increase but his must not be to the detriment of the current pupils.</p> <p>A governor asked if Hardingstone was the first choice for most parents. No, it's not the first choice but we aim to make it the first choice.</p> <p>A governor commented that parents also place great value on Ofsted reports without actually visiting the school. Some younger families were now moving into the village and it is important for us to get the marketing right. Should we consider a permanent advert in the Parish magazine?</p> <p>A governor then asked if we can say to Admissions that we can take 5-8 pupils at a time but not a single pupil who would take us over the statutory class size limit. JC explained that it is not viable for the LA to hold pupil places; pupils must be placed as quickly as possible. JC stated that there would be a more positive marketing campaign once the PR and communications Manager starts with the Trust.</p> <p>A governor asked if there is a reason the school does not have a Facebook page. ZM replied that someone was required to monitor it on a very frequent basis. A governor suggested that it may be possible to have a Facebook presence which acts as a marketing tool without the ability for other people to post on it. For a small charge it is also possible to directly market specific groups of people and the marketing can be very specifically tailored. All agreed it would be good to work with Joni Ager (PR & Comms Manager) on this.</p> <p>Attendance – Attendance for the summer 2 term was 95.7% with no holidays authorised. It is currently sitting at about 90% as some</p>	<p>JC/JA consider marketing strategies to attract pupils</p> <p>ZM contact JA to explore Facebook possibilities</p>

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	<p>children are awaiting visas to come to the UK and some children have gone back to the EU with their families. This is sitting as an unauthorised absence at the moment and letters have been sent out.</p> <p>Outcomes – The Academy Improvement Plan has a key priority area on Pupil Premium children especially in Years 1 and 5 where there is a focus on closing the gap; there is also a focus on Writing at greater depth.</p> <p>A governor asked if there was any evidence of a gender gap with regard to outcomes. ZM reported that there was a need to focus on year 5 as there is a 14% gap between boys and girls in Reading. There is also a 26% gender gap between boys and girls and year 6 for Reading. In writing there is a 21% gender gap in year 3 with girls do less well than boys.</p> <p>For Maths in year 1 there is a 48% gap for EAL pupils achieving at greater depth. There is also a gender gap in year 4 for Maths with 13% fewer girls achieving the expected standard and a 21% PP gap although there are only 4 PP children in this cohort. By year 6 there is a gender gap with 28% fewer boys achieving greater depth.</p> <p>A governor asked what the expected progress is for those pupils in year 5. ZM noted that the previous year 6 had been mid-range in terms of expected progress and they had high starting positions from year 2 however the teacher had left in April which had disrupted learning to some extent. The Year 5 cohort also have high starting points based on Year 2 outcomes, however these are more accurate. Using Fisher Family Trust aspirational target setting we would anticipate that progress exceeds that of 2018 outcomes and national expectations.</p> <p>A governor asked if the two PP children pass the year 1 phonics test: Yes.</p>	

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	<p>Did the threshold move? No it stayed at 32.</p> <p>A governor asked for confirmation that the school is still using the ‘barriers to learning’ books to inform differentiation and to remove potential barriers for pupils. ZM confirmed that these were still being used and were being actively referred to as they were passed on the next class teacher as pupils progress up the school.</p> <p>ZM reported that the Academy Improvement Plan is a live document that is now complete and driven by outcomes; it has been shared with all staff. The SEF has also been amended; ZM worked with staff to inform input and to enable the staff to have some ownership of the document. A governor asked if the staff agreed with ZM’s perceptions: yes.</p> <p>ZM had conducted some research over the summer on ‘no more marking’ and had labelled it ‘whole class marking’ which was being trialled in years 2, 5 and 6. The approach was explained to the board. There will be a staff meeting in October to review.</p> <p>A governor asked if there had been any other initiatives coming from staff. ZM said that she had shared a book written by a Head at an Outstanding School in order to generate some ideas.</p> <p>The knowledge based curriculum is being introduced; it is being trialled at the moment and it is hoped that it will then inform assessment.</p> <p>A calendar of school events was distributed so that governors can select those they can attend in support. Please let the school office know if you can come to any of the events.</p>	

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	<p>ZM reported that there are a lot of lunchtime clubs now running and there is new exercise equipment outside. Sam Longdon has been successful in acquiring a Gold Sports Award for the school. JM will write a letter of thanks from the governors and ZM will acknowledge in an assembly.</p> <p>Snagging is now complete for the premises.</p> <p>The Safeguarding Report was handed to CK. It was noted that the school seems to be admitting more vulnerable children at the moment. JC stated that the DSLs across the Trust would be meeting in a forum with the SG governors to share best practice and to offer peer to peer support. A meeting invitation will be sent shortly.</p> <p>CK suggested that for future meetings it may be helpful if governors can submit questions after reading the associated paperwork to her to allow staff time to investigate matters where possible. If questions could be submitted three days before the meeting that would provide a window of time for staff to examine data and conduct some research. This is not a prerequisite of meetings and does not preclude the discussion and Q&A within a meeting; all questions submitted will still be minuted.</p>	<p>JM write letter of thanks</p> <p>All – consider submitting questions beforehand after reading paperwork for future meetings if possible</p>
12. Management Accounts	<p>The Management Accounts up to July 2018 had been distributed before the meeting. ZM raised the point that some unexpected funding had since come into the school accounts. A governor asked where that had come from and ZM said that it was for Free School Meals (£7k) and Pupil Premium (£2K).</p>	

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	<p>ZM had questioned the Trust Finance Manager to check that the school can keep it and was assured that the funds belong to the pupils at the school so it was part of the school's budget. The PP money needs to be kept to one side to fund any unexpected need in this area.</p> <p>JC reported that the accounting system is PS Financials which keeps a 'live' log of income and expenditure. This means budgets can be viewed in real time. Liz Swinton is able to organise training for anyone that wants it.</p> <p>A governor asked whether pupil premium needs that are not known about arise later in the school year. ZM reported that the school is moving to a 'knowledge based' curriculum and that it might be well spent on enrichment activities for PP children where finance is a barrier to ensure they can participate fully.</p> <p>A governor suggested that it is a statutory requirement that provision on school trips is made for PP children. ZM agreed that it is the case.</p> <p>A governor asked how many pupils would the £2K be shared by – there are 27 PP children in school at present. There was a short discussion about parents understanding the criteria in order that the school can receive the PP funding and the fact that school meals are automatically free in EYFS meant that some PP children may be missed. Governors thought that the forms used this year to encourage parents to claim if eligible were very clear. ZM agreed but thought that it may still be worth catching parents of children in EYFS to explain how the PP system worked.</p> <p>A governor asked if the school can keep the £7K for free school meals. ZM noted that the funds had not been noticed until the July accounts which were received in August. A</p>	

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	<p>governor asked why the school did not know this money was coming in. AD and JC replied that pupil mobility would affect the amount coming into school and it was a refund of costs already incurred by the school rather than an uplift. It is calculated on the January census so it will always be a late return back to school budgets due to mobility of pupils.</p> <p>A governor asked if the Trust had plans to reconcile the accounts in a more timely manner in future. JC reassured governors that the use of PS Financials will mean all budget information is 'live' and that it is therefore more timely. JC thought that the cut off point for management accounts was half way through each month. AD commented that it was difficult to pick up things like this when her contract is for term-time only working. JC agreed and said that the Trust had to accommodate that and find a solution.</p> <p>Overall this year's budget is quite tight; other supplies and services are over budget because of the purchase of new office furniture and the cost of school meals. A governor asked why there was a variance of 1 on educational supplies and services – not known; this will have to be investigated by the SBM with the finance team.</p> <p>CK explained to the board that the hyperlink at this part of the agenda would take governors to the Academies Financial Handbook which they should bookmark for reference and read when they have time as it relates to governance responsibilities.</p>	<p>AD speak with Finance re variance</p> <p>All – bookmark link to AFH for future reference/reading</p>
13. Risk Register	The Risk Register is an item that was set up by a former employee of EMLC AT. It will be a regular agenda item and needs to be updated on a very regular basis as it is a 'live' document. A governor asked what is meant by 'Risk Register'. JC explained that it is a	

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	<p>piece of software that quantifies events and scenarios to assess the risk across many different areas e.g. pupil numbers, state of premises, finances.</p>	
<p>14. Safeguarding items</p>	<p>CK had separated these items to draw attention to the fact that they are safeguarding matters requiring governor thought and review. The terms used were explained to the board with suggested lines of enquiry e.g. what percentage of the absence figures relate to LAC or disadvantaged pupils? The items listed had been discussed earlier in this meeting.</p> <p>ZM highlighted the listed topics: Attendance – currently 90% Exclusions – 0 CME – two. One in year 1 from a Polish family; had a lot of time off last year, more time was requested which was refused; child not in school but will become a CME in 10 days. The other child is not in the country due to difficulties in obtaining a visa and is in Reception. Private Fostering – one child</p> <p>The DSL will write the annual SG Report and CK will distribute to the board.</p>	<p>ZM – pass SG Report to CK for distribution</p>
<p>15. Governor monitoring cycle</p>	<p>CK explained this item – SLT would prepare a monitoring schedule and governors will be invited to join SLT on some learning walks or conduct learning walks alone (where appropriate) to monitor the key academy priority areas. This will follow the production of the Academy Improvement (Development) Plan. Governors should choose which dates they can come into school to conduct monitoring activities in agreement with the Principal/SLT.</p>	<p>ZM – circulate monitoring schedule and indicate where governors can visit for monitoring purposes.</p>

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	CK will provide some governor training on monitoring between committees.	
16. AOB	ZM reported that a year three child would like to start at the school but there is a hold-up of some kind with the LA. There was a short discussion about admissions and the LA process.	
17. Date of next meeting	17/10/18 at 17:30 – Standards 29/11/18 at 18:00 – Full Board 12/02/19 at 18:00 – Standards 26/02/19 at 18:00 – Full Board 23/04/19 at 17:30 – Standards 21/05/19 at 18:00 – Full Board 15/07/19 at 18:00 – EOY full Board	All note dates