

**Rossett Acre Academy RKL
Meeting of the Governing Body
on Monday 23 April 2018: 6.30pm at the School**

Present: Dave Betts, Jonathan Davies, John Riggs, Liz Matykiewicz, (Vice Chair), Corrine Penhale (Head), Michelle Williams, Tom Williams.

In Attendance: Sharon Day (SBM) Louise Sagar (Trust Accountant) **First four items only;** Julie Jones, Mary Riley, **First two items only;** Cath Wilson (Deputy Head) and Susan King (Clerk)

- a. Ensuring clarity of vision, ethos and strategic direction;
 - b. Holding the headteacher to account for the educational performance of the school and its pupils;
 - c. Overseeing the financial performance of the school and making sure its money is well spent.
- Agreed by Governors**

Item No	Minutes	Action
1.	<p>Welcome, introductions and apologies</p> <p>The Vice Chair opened the meeting and welcomed everyone. Apologies were received from Ian Foy. These were consented to.</p>	
2.	<p>Subject Presentations</p> <p>PE: Mary Riley circulated the Action Plan, two years' Sports Funding Reports and a list of school sports partnerships competitions. She presented these to governors and the following main points were noted.</p> <ul style="list-style-type: none"> • Most things on the plan are now up and running. • The Active survey carried out on pupils led to targeting of those perceived to be less active. • The Koboca survey results would feed into the action plan for next year. • The sports funding data is on the website. • Year 6 children trained as sports leaders. • To get the Gold Mark we need eight links including three active ones. We have three active ones. It was suggested that Ashville and the link with swimming could be one; it was also suggested that many sports clubs were targeting girls and this may hold possibilities. • Harrogate Schools Sports Partnership Competitions (HSSPC). The list was considered. Q: Is it difficult to find people to help with these competitions? A: People are very good at volunteering especially the TAs. The barriers are more due to logistics and risk assessments and also the quick turnaround of the event. We do quite well managing many events in a year. • This financial year all schools have been allocated more money for sports. £10,000 has been allocated to develop an oblong area outside which can be used for sports and would include a running track around it. A surface for this is currently being costed and researched. One quote had been received and there had been two visits from potential suppliers. The second quote was being awaited. The third required quote may need to be found by the Trust. • It was generally agreed that an eco-friendly solution should be sought and sustainable options should be researched. • A bonded rubber-type surface may be better than rubber pellets or artificial grass. Samples of the artificial grass-type surface were passed around governors who agreed it felt quite abrasive. 	

	<ul style="list-style-type: none"> • The ground would need to be drained first and quotes for this work were being sought by the Trust. See item 4. • Through the funding, we are giving free top up swimming lessons to those Y5 and 6 pupils who are unable to swim 25m confidently. We won a competition which means we get free swimming lessons at Ashville and we are able to use the money saved for cheaper swimming lessons for Years 3, 5 and 6. Discussion took place regarding the quality of swimming lessons at Ashville. It was generally agreed that it may be worth paying for lessons there due to the saving in travel expenses. MR to investigate. <p>Modern Foreign Languages (MFL) A Language Overview document and examples of children’s language work were circulated and Julie Jones (Subject Lead for French) presented to governors. The following main points were noted.</p> <ul style="list-style-type: none"> • Pupils start French in KS2 but there are bits of language learning throughout KS1. • The Language Overview document was adapted from an NYCC document. • The topic changes every half term. The units are quite ‘meaty’ so teachers are advised to aim for 3 or 4 lessons to concentrate on each half term as with only one lesson a week it’s hard for children to retain the information. • High Level Teaching Assistants cover most of the lessons. • As can be seen on the examples of children’s work there are columns for children to self-assess which works really well. • The main issue is retention of learning from week to week. One idea which is currently being considered is to create French Ambassadors where some children are taught areas and they then go and teach other children. • Suggestions were made by governors including: French radio/music; French Eurovision song which had been identified as having some simple French in it, French magazines. <p>Q: How many languages do you teach? A: Just French. Q: Why French? A: Because most of the secondary schools teach this as their core language. Q: What is the transition to secondary school like with regard to French? A: The Vice Chair reported that her son had stated that he had been taught well at Rossett in preparation for French at secondary school. Q: How long have you been teaching French at Rossett? A: Since 2007 when language teaching appeared in the National Curriculum. Q: What languages are stated in the National Curriculum? A: It doesn’t specify. Discussion took place regarding the merits of teaching Spanish and Mandarin from a business need point of view. The Subject Lead stressed that, at this point, it was more about making language learning a fun thing to do to encourage enthusiasm for future language learning in other languages. French and Spanish are more accessible languages and consideration also needs to be given to the HLTAs who teach the lessons and the readily available resources.</p> <ul style="list-style-type: none"> • Feedback from children indicated that they thought it helped with other learning and helps with the transition to secondary school. • The Vice Chair suggested that when the next curriculum review was due, thought could be given to which language should be taught. • Next steps are to get more language learning into KS1. <p>Q: Is there anything else you need/want? A: To get more French throughout the school to create incidental learning. Hopefully the Ambassadors scheme will help with this. Both teachers were thanked for their presentations.</p>	<p>Action MR</p>
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3.	<p>Drainage quotes</p> <p>John Mungovin had been unable to attend the meeting so the Head reported the following.</p> <ul style="list-style-type: none"> • One quote had been received for £30,000 for the drainage of the whole school field; another one had quoted £18,691 which seemed a big difference. The quotes would be studied to see what is actually included. If the lower one is viable then the PTA would have more money to put towards the sports surface. • The Head would talk to Dave Noble about these quotes – there was some frustration at the lack of progress on this – the Head suggested this may be due to John Mungovin being so busy. <p>Q: Do you think that being part of a MAT makes building projects slower? A: Hard to say as difficult to compare different types of projects. Certainly, there are a lot of schools for John Mungovin to cover.</p> <p>It was commented that as the Trust matures, the processes should become more streamlined.</p>	Action Head
4.	<p>Finance Update</p> <p>Sharon Day reported on the school's finance situation; the following main points were noted.</p> <ul style="list-style-type: none"> • We're doing a little better than the original budget, mainly to do with the £10,000 Sports funding and extra SEN funding received. The school was successful at gaining SEN funding. • The Fun Club was doing very well and the contract meant that the school received 50% of the profits. In addition to this, the club had voluntarily put up its rent to £3,000 from £2,000 per month to the school as it is doing so well. <p>Q: Do we have input into what happens at the club? A: No, it is purely play-based activities and not curriculum based. Compared to another school in the Trust, we have a very favourable contract and good relationship with our Fun Club.</p> <ul style="list-style-type: none"> • The General Annual Grant (GAG) for next year will be less at Circa £23,000. Q: Is that before the central slice? A: No, after. Q: Is any surplus retained in school? A: Yes, there's no clawback. • The Head reported that the school had been informed that there would be an intake of 60 pupils in September. • The grant was based on the October census at which point we had 395 children whereas we now have 401. • Although the GAG is down, we are up in other areas and should be able to balance. There will be things that impact this, such as the living wage. Work will start soon on next year's budget so we'll have a clearer idea. • A letter had been received from NYCC regarding high needs SEN funding which outlined details of the pressure which this funding area is under and the steps being taken to alleviate this. These include: <ul style="list-style-type: none"> • the ending of funding for the one month's notice of in-year leavers; • review of the Can-Do Resource Allocation System; • changes to Notional SEN and Exceptional E2 Funding (Rossett Acre receives this). <p>This will still leave a gap and so further proposals will be brought forward later this year. NYCC will also introduce Non-statutory E3 and Exceptional Funding to provide short term SEN funding where it is needed, eg emotional trauma or significant life events.</p> 	

	<p>Q: Is the MAT planning any sort of SEN provision? A: The NEST which is planned to be set up at Coppice Valley School and will cater for short-term provision for up to approximately 8 pupils across MAT schools. There are a few issues which need sorting out first.</p> <p>Louise Sagar reported on the new schools coming into the MAT. See item 13</p>	
5.	<p>Urgent business</p> <p>The Head reported that a parent had reported an incident regarding two pupils who were walking home on the previous Friday and had met a man who exposed himself to them. The pupils were now frightened of walking home alone and the fear was spreading to other Y5 and 6 children who usually walked home alone. An email had gone out to parents today (Monday) to remind them to tell their children to inform a trusted parent of any such incident or concern. Class teachers had talked to children regarding this.</p> <p>Q: Were the police involved and had they given the parents any advice? A: The police were involved but I don't know of any advice; I've spoken to one parent. I will also follow it up with the police and let Grammar School/Rossett know.</p> <p>Q: Has an alert been sent by the police to nearby primary schools? A: Not that we know of.</p>	Action Head
6.	<p>Declarations of interest</p> <p>None raised.</p>	
7.	<p>Confidentiality</p> <p>No items were considered necessary to be confidentially minuted.</p>	
8.	<p>Minutes of the meeting on 5 February 2018</p> <p>Approved and signed</p>	
9.	<p>Matters arising from the previous minutes</p> <ul style="list-style-type: none"> • Social media policy research: Following the circulation of examples of policies by the Vice-Chair and discussion it was agreed that this should be a Trust level policy and driven by them. The Head reported that this has been put on the agenda for the Executive HT meeting due to take place on Wednesday 25 April under Any Other Business. It was acknowledged that different policies would be needed for secondary and primary schools. <p>Q: What is the school's policy on mobile phones? A: They're not allowed. If a parent requires a child to have one for after school contact, then it is left at the main school office and picked up at the end of the day.</p> <ul style="list-style-type: none"> • Parent Survey: Tom Williams reported that he and Dave Betts met to discuss the creation of an online survey for this year. A link had been emailed to all governors prior to the meeting. Effectively it was the same as the previous survey but some questions had been made more concise for online purposes. The survey was reviewed and some positioning was adjusted during the meeting. Discussion took place regarding accommodating parents answering for multiple year groups if they had more than one child – the questions could either be more generic or there could be more free text to capture more differentiated comments. Gender identification was added in: M; F; Prefer not to say; Other. 	Action Head

	<p>The following actions were agreed:</p> <ul style="list-style-type: none"> • Head to obtain a school Google account to receive the responses. • DB/TW to liaise with Admin regarding sending the link and setting up the data feedback. • The Survey would be sent out mid May with responses due back up to 28 June. • A paper copy would be made available for the few parents not receiving emails. <p>Thanks were expressed to Tom and Dave for their work on this.</p> <ul style="list-style-type: none"> • Assurance for new building funding: The Head reported that there was no written assurance that the delayed project funding would not be lost but the CEO of the Trust (and consultants we are working with) had reassured her that it would be very very unlikely. 	<p>Action Head/DB/TW</p>
<p>10</p>	<p>Head Teacher's Report The Head Teacher's Report had been circulated prior to the meeting. The following was also reported.</p> <p>Health and Safety</p> <ul style="list-style-type: none"> • Stainforth Construction had started on the new build. • New locks were being fitted with a system of suited keys. <p>Safeguarding There had been no safeguarding referrals but a number of issues have come to the school through court orders and the prevention team.</p> <p>Pupil Premium</p> <ul style="list-style-type: none"> • There were now 37 PP children – a few more as a result of information being sent to parents from the School Business Manager. • There are 40 SEN children, 7 with Education Health Care Plans (EHCP) which is a lot for a school this size. • The school seems to have a good reputation for its work with SEN children as we appear to be attracting more with further numbers coming in September some of whom are coming with an EHCP. When further details are known, plans will be put in place for them. Not all SEN children were accepted if it was felt the school would not be able to cope with their needs. This reputation for being inclusive is something we're very proud of. We work as a team and are very lucky to have such good staff. <p>Q: Do you get parents complaining about the number of SEN children? A: Yes, if a child has a behavioural need which can affect others. We've found that if we explain to parents exactly what the need is and how we manage it they're usually understanding. We teach the children to be tolerant of difference and this benefits them in all areas of their lives.</p> <p>Staffing In addition to the staffing reported in the Head Teacher's Report, a new caretaker had been appointed and on 9 May interviews will take place for a KS2 Teacher. The Head asked governors for availability to be on the interview panel. The Vice Chair would be available and would be in contact re this.</p> <p>School Development Plan The report was in the Head Teacher's Report circulated prior to the meeting.</p> <p>Good News! Two teachers had been appointed as moderators for NYCC which meant the school would have up to date information/training on moderation details.</p> <p>Attendance Attendance is in line with our target of not below 96%. We have a very rigorous</p>	<p>Action Head/Vice Chair</p>

	<p>system of monitoring attendance.</p> <p>Q: Do you fine and at who's discretion is this? A: We do fine – if a child has more than 5 unauthorised days off within 6 months (e.g. they have taken an unauthorised holiday) we put an application for a fine forward. It is then at the County's discretion at £60 per child and then £120 if that is not paid. However, this does not seem to deter some as there is currently a family on their third fine.</p> <p>Presentation by the Deputy Head on the Analysing School Performance (ASP) and IDSR (Inspection Data Summary Report)</p> <p>The Deputy Head presented on ASP and IDSR using actual and sample data and would circulate the presentation to governors along with her notes. The following points were noted and questions asked by governors.</p> <ul style="list-style-type: none"> • Q: Does the data take into account the contexts? A: No, the school needs to provide that. • Q: Why are some data greyed out? A: Where there are ten or fewer pupils in the sample which makes the data not significant. • 0=Expected; therefore, positive numbers are desirable. • KS1 and Foundation data is really helpful to identify AMA (Academically More Able) pupils. • Q: Is this data only available to schools? A: Yes, and Ofsted. • The data is updated in Autumn so it would be useful to look at it again then. • Science is not reported as only 25% of schools do this test randomly. • Q: Are you happy that the data is supporting the areas identified in the SDP? A: Yes, this is what the SDP is based on. • With more stringent moderation, it was now more difficult to get to high achievement level. • The data headlines would be circulated to governors following the meeting. 	<p>Action Deputy Head</p> <p>Action Deputy Head</p>
11.	<p>Three-year strategy</p> <p>The Three-Year strategy had been sent out prior to the meeting. The Head asked if there were any questions. None were raised.</p>	
12.	<p>Risk Register</p> <p>The Head reported that there was no further change. The risk regarding the new data regulations added last time was ongoing and being dealt with by the Trust.</p>	
13.	<p>MAT Update</p> <p>During the Finance update Louise Sagar (Trust Accountant) had reported that the Temple Newsam schools were likely to come on board in September. Due Diligence on both sides was underway at the moment.</p> <p>Q: How many schools are there? A: Seven in all: five primary; one secondary and one free school. They're very interesting schools and the Trust was excited about their joining.</p> <p>Louise said she would welcome governors' suggestions for questions which they thought would be good to ask to ensure due diligence was thorough.</p>	
14.	<p>Policies</p> <p>The Clerk reported that the Intimate Care policy had been approved by everyone via email.</p>	

15	Governor Vacancy A co-opted governor was required. It was agreed that this would be on the June agenda.	Action Clerk
16.	Link Governors The following changes to Link Governors were agreed. Tom Williams would become Link Governor for Sports/PE Liz Matykiewicz would become Link Governor for English/SpaG Dave Betts would become Link Governor for Communications The Clerk would update the list	Action Clerk
17.	Governor Training Tom Williams reported that he had not yet had any induction training yet. It was agreed to wait a little to see whether the Trust would be organising any training soon.	Action Head
18.	To note any governor correspondence received None received.	
18.	Any other business None raised.	
19.	Date for next meeting Monday 11 June 2018 at 6.30pm in the school	
	The meeting finished at 9.30pm.	
	Signed:	
	Dated:	