

MINUTES
UNIFIED ACADEMY LOCAL GOVERNING BODY (LGB) MEETING
16 MARCH 2023 AT 3.30pm

Present: Barbara McIntosh, Chair (BM)
 Annabelle Thomas, Principal (AT)
 Liam McGivern, Governor (LM)
 Simon Meyrick, Governor (SM)
 Chiara Lane, Governor (CL)
 Kirsty Cottrell, Governor (KC)
 Janet Sherbourne, Governor (JS)

In attendance: Stuart Alcock, Regional Finance Business Partner (SA)
 Mel Brown, Clerk (MB)

1	WELCOME AND INTRODUCTIONS
2	APOLOGIES FOR ABSENCE No apologies were received.
3	DECLARATIONS OF INTEREST There were no declarations made.
4	CONSTITUTION AND APPOINTMENTS Governors noted/recommended the following:
i	The board of trustees appointed Kirsty Cottrell as a governor on 9 December 2022.
ii	Governors recommended that the Board of Trustees re-appoint Liam McGivern for a second term effective from 24 March 2023.
iii	There is one staff governor vacancy.
iv	There are two parent governor vacancies.
v	There is one local governor vacancy.
5	MINUTES OF THE LAST MEETING The minutes of the meeting held on 17 November 2022 were agreed as an accurate record.
6	MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA
Item 6	This has not yet been done. ACTION: BM will write Claire Coutinho.
Item 12	This has not yet been completed. ACTION: LM to share the link to the cyber training course.
Item 17	Governors are invited to the next family day which will take place after Easter. Target setting day is on the 18 th , between 9-12pm. Action completed.

7	a	<p>PRINCIPAL'S REPORT</p> <p>AT provided the governors with the following summary of the report:</p> <p><u>OFSTED Inspection - 22 / 23 November 2022:</u></p> <ul style="list-style-type: none"> • School was taken out of 'Special Measures' and moved into 'Requires Improvement'. • 'Good' judgements were achieved in two categories - Personal Development and Leadership & Management. • The Ofsted Inspector's feedback was that the school could have potentially achieved an overall 'good' judgement if attendance had been better. • The school feel that the above achievement considering the school's history. <p><u>Student Matters:</u></p> <ul style="list-style-type: none"> • There are currently 67 students on roll. • There were 4 new starters in the spring term, and 3 students have left. • Surrey have agreed the requested banding: one band 4, three band 5s and one band 6. • 24 consultation requests have been received for KS2 and KS3 transfers for September 2023; 15 students have been offered placements; 9 new Y7s have been named and there are 16 Y11s due to leave. This leaves the school with 60 (as at the time of the meeting) on roll for September. There is likely to be a couple more students join before the end of the school year. There is a shortage of 22 children. • Flatline attendance is 54% but when removing Persistent Absentees from the data, there has been an increase from Autumn 2 to Spring 1. The highest year attenders are Year 7, and second highest is Year 11. Attendance will continue to be monitored weekly and appropriate action taken. The school is working closely with PA families to encourage them to start attending more frequently There are 2 students who are returning to school for a day a week. <p><u>Staff and personnel:</u></p> <ul style="list-style-type: none"> • Five resignations have been received since the last meeting and includes 2 teachers, 2 teaching assistants and the school office manager. • The following new staff have been recruited: a PE teacher (starting in April 2023), a school office manager (due to start imminently), a receptionist and 1 teaching assistant. • Approximately 11 vacancies are remaining, 4 of those are for teaching roles. • 1 teacher is absent currently. • Managing absences and vacancies have been challenging. Cover has been managed primarily through the SLT (Senior Leadership Team) and increases to class sizes. However, changes are needed as the situation is not sustainable. • The Trust is working hard to fill vacancies and Simon (Recruitment Officer) is supporting the recruitment process. • The principal at St Philips has offered support by sending a few of their teachers and TAs to assist, which has been very helpful.
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Safeguarding:

- The number of children on the child protection register has increased.
- Safeguarding at the school continues to be effective, as highlighted in the OFSTED report. Additional safeguarding training is to be delivered to catering staff in September 2023.

Quality of education:

- Despite staffing challenges, the quality of education has improved.
- The expectations and standards placed on staff is higher and when a staff member is identified as not meeting these standards, they are placed on a support plan.
- 42 students have been entered for GCSEs and 9 students entered for BTEC, 5 of which have already completed the qualification.
- The personal development curriculum was positively received by OFSTED and continues to be a strong element of the school's offer. Outcomes of these sessions has been positive, and students have achieved AQA award units.

Pastoral support and behaviour:

- Behaviour incidences have increased slightly, which is to be expected considering the current situation with staff being more reactionary rather than preventative due to the pastoral team not being available.
- Restrictive intervention still remains very low.
- Total unique incidents are 365 which is low compared to previous terms.
- The OFSTED inspector was understanding of the boys' nature and wanted to see the school's behaviour management policy in action. Students who attend the school really enjoy it. Students generally get on well, and if bullying is identified, this is addressed.
- The inspector commented on the level of training that staff receive. They get a higher level of training so that they can respond to different situations quickly and effectively. The high turnover of staff however does create difficulties as some miss out on this training. Due to a number of staff challenges it is not always possible to do an in-depth induction and steps are being taken to rectify this.

Premises health & safety:

- General upkeep of the building is much better, and repairs are being addressed more quickly.
- Some Y11 students were taking off the smoke alarms, this has since been addressed.
- The new furniture for the reading hub and sensory hub arrived and will be assembled over the holidays.
- Internal floors have not yet been done and they are likely to be completed in the summer holidays.
- A survey has been commissioned for the internal fire doors as some of them need replacing.

- A governor asked for clarification on whether the number of incidents of students causing damage to the building had decreased, and whether the number of incidents of student-on-student altercations has increased. It was confirmed that these incidents have not increased and are being picked up early and the situation deescalated.

Compliments and concerns:

- A complaint was received on 3 Jan 2023 by a member of the public expressing a concern because they saw a student behaving dangerously at one of the building windows. A response has been sent and the situation has been addressed.
- A number of compliments have been received.

Governor questions / comments:

- A governor asked whether the school could accommodate more students, given the staffing issues? AT responded that the school is at maximum capacity and explained that it is difficult as the school needs more staff in order to take in more children, but more children are required for budgetary reasons.
- SM commented that whilst safeguarding students is very important to the school, the safeguarding of staff also needs to be managed well. Staff wellbeing has also been flagged to governors when visiting teachers at the school. Staff are under a huge amount of stress which is a risk and may need to be brought to the attention of the Trust. AT agreed that staff wellbeing is very important, and the school is working hard to maintain the wellbeing of all its staff. There is no clear answer of what more can be done until more staff are recruited. A governor commented that the principal should not be wholly responsible for wellbeing of staff as there is a wider Trust responsibility. AT confirmed that a representative will be coming to the school from Innovating Minds to help with the ongoing work in this area. AT noted that the original plan was to reduce the student numbers to increase capacity. Other options being explored included staff coaching.
- AT was asked what was in place to support her wellbeing and she explained she had access to a good network. AT noted the great work of staff and the risk that they may leave due to stress related reasons. It was agreed that going forward staff wellbeing should be a discussed at each meeting. **ACTION** Clerk to note as a regular agenda item.
- SM spoke about seconding staff to other schools and the value of this experience. AT said it could be done but the difficulty is that students often struggle with change. Secondments could potentially be done on long-term placement, particularly with trainee teachers who are looking to gain experience in other schools.
- A governor noted that a number of schools are also facing recruitment issues (although not as acute as this school), especially around the recruitment of TA's.
- KC asked about the 44 out of 92 safeguarding incidents for one specific student and the interventions that were in place. AT confirmed there were a range of interventions including comic strip stories, restorative work, referrals to ELSA,

		<p>parental meeting, suspensions and continuing to work with and educate them. This individual is not always the direct perpetrator. Action is being taken accordingly.</p> <ul style="list-style-type: none"> • KC asked about the improvement in staff practice (quality of teaching) and AT responded that the teaching and learning portfolio holder comes as part of a quality assurance exercise. There are also lesson observations being carried out by various stakeholders, including SLT who do them in pairs to ensure consistency. Significant CPD is done with the teachers and recorded in training logs. There is also some external training in place via peer working with other schools. Last summer most teachers were able to visit other schools to observe good practice and it is hoped this can be repeated. • In respect of the suspension data, KC stated that it would be helpful to see some comparison data with other schools. AT confirmed that this could be looked at. ACTION: AT to include comparison suspension data for next term. • In response to a question about the OFSTED grade, AT commented that it was a positive experience, and they were overwhelmed by the positive feedback. • AT explained that the inspector identified that some children have gaps in their knowledge. The school is undertaking cognitive ability tests. Maths assessments are also being investigated to identify any gaps in learning. • In response to a question about the new areas of curriculum that are not fully embedded, AT responded that this related to the relatively new teachers.
	b	<p>SEF Governors were advised that this is on the website and due to be updated.</p>
	c	<p>PUPIL PREMIUM STATEMENT The pupil premium statement has been distributed to governors. It shows what additional funding the school receives for disadvantaged students and what the school uses the funding for. The animal therapy and the reading programme are particularly effective.</p>
	d	<p>OFSTED Nov 2022 The governors received the OFSTED report. The inspector was fair and very understanding of the school and the students. The students worked well over the two days of the inspection and are a credit to the school. Governors congratulated AT on the result.</p>
8	SAFEGUARDING	
	Governors received the following reports:	
	i	Safeguarding and Wellbeing Offer. This is on the website and due to be updated.
	ii	Safeguarding Audit. This report is due at the end of half term and will be shared at a later date. ACTION AT to share with clerk to go on Governorhub once available.
9	PORTFOLIO GOVERNOR VISITS	
	Governors provided the following highlights regarding their reports:	
	<u>Ethos, Vision, and Strategy:</u>	

	<ul style="list-style-type: none"> • BM stated that it has been useful meeting with AT regularly and getting an overview. Seeing the efforts made by the staff during this challenging time has been particularly humbling. <p><u>Teaching and Learning:</u></p> <ul style="list-style-type: none"> • CL expressed her empathy about the staffing difficulties and noted the unity of staff and how well they engaged with students. <p><u>Health and Safety:</u></p> <ul style="list-style-type: none"> • SM had no updates of significance and noted that everything seems to be working well. He is intending to visit again and meet with the caretaker. <p><u>Child Protection and Safeguarding:</u></p> <ul style="list-style-type: none"> • KC reported that she had a very positive first visit at the school. A discussion was had about the safeguarding workshops that are offered to parents and how safeguarding is embedded into the curriculum for students. She witnessed only a couple of boys outside of sessions who were directed back in. The support from staff was very good and it was evident that they knew the boys very well. • BM liked the suggestion of putting pictures of visitors up to help children adapt to them. AT agreed this was a nice idea but not always feasible and stated that in staff briefings, visitor details were shared so the children could be informed accordingly. <p><u>Finance & Resources:</u></p> <ul style="list-style-type: none"> • LM gave an update of his call with Stuart Alcock. Financial support has been provided by the Trust which is working well. Due to staff vacancies, there have been an increase in agency costs. There is also an increased spend on energy bills. • Finances are not strong, and work will be done over the next few years to address this. <p><u>HR and Organisational Development:</u></p> <ul style="list-style-type: none"> • JS provided an update. The biggest challenge is recruiting high calibre staff, and another advert has been placed for the recruitment of more teachers. <p><u>Business Development and Marketing</u></p> <ul style="list-style-type: none"> • There is currently no governor in place for this portfolio.
b	<p>Other reports:</p> <ul style="list-style-type: none"> • AT reported that the SLT have completed their roadshow. Everyone was pleased and improvements noticed. • BM asked about the speech and language therapists and education psychologist vacancies. It was confirmed that the part time educational psychologist role has fallen through. The new speech and language therapist is in place and working well.
10	<p>GOVERNOR TRAINING AND DEVELOPMENT</p> <p>The following updates were noted:</p>
a	It is only SM left to complete the annual safeguarding training.
b	Additional safeguarding training (online PREVENT module) must be completed by the governors.
c	The governors have been asked to actively record all their training on Governor Hub.
d	The governors noted the need to review training needs across the LGB.

	e	<p>To governors noted the following online training modules available to support further development:</p> <ul style="list-style-type: none"> • Induction for academy governors on local governing bodies (The Key) • Ofsted- Inspection Framework (NGA Learning link) • Holding to Account: How to question & Challenge (NGA Learning Link) • Monitoring and Evaluation (NGA Learning Link)
11		<p>FINANCE AND FUNDING</p> <p>Governors received the following documents ahead of the meeting for information purposes:</p> <ul style="list-style-type: none"> • Management Accounts January 2023 • Movement summary report
12		<p>OHC & AT POLICIES AND PROCEDURES</p> <p>Governors noted the list of policies and procedures which were approved by the OHC&AT Board on 9 December 2022, which are available on Governor Hub:</p> <ul style="list-style-type: none"> • Child Protection, Adult Protection and Safeguarding Policy • Anti-Radicalisation Policy • Educational Visits Policy • Families and Visitors Code of Conduct • Risk Assessment Policy • Safeguarding Supervision Policy • Staff Code of Conduct • 16-19 Bursary Policy • CCTV Policy • Charging and Remissions Policy • Complaints Policy (OHCAT) • Complaints Policy (OHC) • Data Protection Policy • Data Protection: Practical guidance for staff • Fundraising Policy • Guidance for staff on use of photos and videos • Investment Policy • Student Financial Support Funding Policy (OHC) • LGPS Employer Discretions Policy • Lone Working Policy • Recruitment & Selection Policy • Health & Safety Policy • Fire Policy • Legionella Policy <p>The following local policies were received and approved by governors:</p> <ul style="list-style-type: none"> • Anti-Bullying Policy • Attendance Policy

	<ul style="list-style-type: none"> • Behaviour Policy • Exams Policy • Missing Child Procedure • Online Safety Policy • Relationships and Sex education Policy • SEND Policy • Admissions Procedure <p>ACTION: Governors to familiarise themselves with the above policies.</p>
13	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • BM spoke about a review that she read relating to transgender services. As the school has some children identifying as transgender, and also dealing with trauma, it is something to be aware of and to understand better. • In respect of the governor vacancy, A governor queried whether it would be possible to find someone with a marketing background. CL mentioned that she has a marketing qualification and will be able to assist in this area if another governor with this skill cannot be found. It was also mentioned that overseas recruitment could be explored to assist with the recruitment challenges. ACTION: To raise the potential of recruiting overseas teachers to be explored at the next HR and Finance meeting.
14	<p>CONFIDENTIALITY</p> <p>There were no items deemed as confidential.</p>
15	<p>DATES OF FUTURE MEETINGS</p> <ul style="list-style-type: none"> • 15 June 2023 at 3.30pm.
The meeting closed at 5.30pm.	

Summary of Actions

Item	
6	Chair to contact Claire Coutinho.
6	LM to share the link to the cyber training course.
7	AT to include comparison suspension data in the principal's report for next term.
7	Staff wellbeing to be a regular agenda item.
8	Latest Safeguarding audit to be shared with governors.
12	Governors to review and familiarised themselves with in agenda item 12.
13	The potential of recruiting overseas teachers to be explored at the next HR and Finance meeting.