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**Joyce Frankland Academy**

**Local Governing Body**

**Meeting Minutes**

16.06.2022 7pm on site

**Governors Present**

Sue Arnold (SA)

Glynis Bradley-Peat (GBP)

Colleen Cassidy (CC)

Mick Garcia (MG)

Malcolm Jessop MJ (Chair)

Nigel Poad (NP) arrived 7.05pm

Duncan Roberts DR (Principal)

**Others Present**

Iam Stoneham (IS) (Vice Principal), Janet Goldsworthy (Clerk)

The meeting was quorate throughout.

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|  | **ITEM** | **ACTION** |
| **1.** | **Welcome and Acceptance of Apologies for Absence** |  |
|  | Victoria Bateman (away on research project), Alex Catlin (away on business), Lorna Summerfield (held up at work) and Kate Beaumont (illness) all sent apologies for their absence which were accepted by all governors present. |  |
| **2.** | **Declarations of Interest and Notification of Any Other Business** |  |
|  | No declarations or changes in interests.  AOB – stage 2 complaint. |  |
| **3.** | **Minutes of last meeting** |  |
|  | The minutes of the last meeting on 05.05.2022 were approved, signed by MJ and would be uploaded to the school website. |  |
| **4.** | **Matters Arising** |  |
|  | Cash flow statement for land sale and review of additional spending for pupils over PAN outstanding and to be provided at next LGB on 29.09.2022.  MJ had spoken with AL regarding responsibility for H and S and had confirmed that AL have ultimate responsibility but that governors are expected to have an appreciation of anything significant relating to H and S within their own setting. A governor queried the sign off of the H and S checklist by governors and whether or not this constituted ultimate responsibility. It was thought that AL are the duty holders and that JFAN retain a duty of care to all staff, pupils and visitors. Governors queried whether or not the answer lies in the Schedule of Delegation and this would be further discussed with the trust. | MJ |
| **5.** | **Budget 2022/2023 and finance update** |  |
|  | The budget for 2022/2023 and a finance report had been circulated prior to the meeting.  Q What are the pupil numbers on which budgeted income have been based?  A SW (Sam Wilks) to respond for next meeting  Q There are increases shown in other grants, other staff and repairs and maintenance? Please provide an explanation.  A SW to respond for next meeting  Key points of note:-  Energy costs are currently capped but still result in moving the school from a surplus to a deficit in 2023.  The requested increase in pupil numbers from the LA also causes the school to move into deficit.  The SLT increase of two deputy principals is included in the budget largely covered by the additional funding in the future from 5 additional pupils into Year 7.  There is a healthy number of applications for Year 7 and Sixth Form for September 2022. | SW  SW |
| 6. | **Principal’s report** |  |
|  | The Principal’s report had been circulated prior to the meeting.  Positive reflections:-  The curriculum continues to be broad and balanced.  The school continues to work towards a 3 year KS3.  PSHEE is developing well and linked to assemblies.  The new Sixth Form Prospectus and pledges are attracting new external applications.  Both DR and IS are involved in leading projects for NPQsL, an Assistant Principal is studying for NPQH and 2 colleagues are undertaking the SENDCO qualification.  Areas for development:-  Classroom practice and assessment require further improvement to counteract escalations in low level disruptionr  The KS3 curriculum is still driven by summative test scores although the new Deputy Principals will bring fresh thinking and the STEPS programme will make a difference next year.  Q How has the initial work relating to the Path to Excellence been received by staff?  A Staff have been positive and this will be further enhanced with the rollout of the STEPS programme to all staff next year. Progress will be measured by monitoring the number of behaviour incidents across the school.  Q What involvement is there of parents in the behaviour management programme?  A There is good parental involvement with over 90% attendance at parents’ evenings. There is a small minority of parents who do not engage with school discipline code, sometimes as a result of their own exasperation with their child’s behaviour. In these cases, parental education or training in strategies to correct behaviour will be required which will be included within the STEPS programme. The programme will prioritise values and ethos above people giving the message that this is not the right school for those who don’t sign up to this approach.  Q What is the school doing to address the issue of diversity?  A This challenge continues and the school is trying hard to achieve joined up thinking across all subjects. The pupil population has become more diverse which has sometimes resulted in conflict and lack of tolerance. However, improvement is needed in this areaand the Vice Principal will be addressing this as part of his priorities, next academic year.  Q Does the school have a diversity champion?  A Last year, a member of the SLT was acting up in this respect but this has now finished. The strategies employed are still continuing but more co-ordination is required.  Q With respect to LGBTQ+, governors would like further information on the school strategy.  A This issue has been addressed within student voice sessions. The LGBTQ+ community has diverse views on how this issue should be handled with some not wanting to be seen as different and some wanting to be integrated into the school community. As a result, the school can’t point to a specific strategy but will work towards showing how this issue is addressed in various subjects across the school. DR sits on the AL diversity committee and it seems that this is an issue across the trust. The LGB is trying to address the issue at a leadership level by recruiting new governors to reflect the more diverse school community.  Q What is the current situation as regards alternative provision?  A The school has low numbers of students attending alternative provisiont and would usually refer pupils to Uttlesford schools or permanent exclusion when necessary.  Q Is there scope to have an inclusion unit at JFAN?  A This is being investigated.  Q How are pupils assessed for exam needs?  A The first step is a referral from a subject teacher to the SENDCo who will then perform an assessment. The school can apply for extra exam time if it’s believed necessary.  Q What plans does the school have to deal with the train strikes during the remainder of the term?  A Any pupil unable to attend school due to a train strike will still be considered absent.  Q Can any parental complaints please be included in the Principal’s report?  A Yes  Q Where are we with Pupil Premium expenditure?  A There is a significant sum which needs to be spent before the end of August 2022. In future years, PP expenditure will need to be more targeted by the member of SLT in charge of this area. It has been difficult to spend PP this year e.g. theatre trip fully funded but some pupils not wishing to attend.  Q Can PP expenditure be used to fund D of E trips?  A Yes |  |
| **7.** | **Path to Excellence update** |  |
|  | This was included in the Principal’s report - see above. |  |
| **8.** | **QASI review** |  |
|  | There have been some minor updates to the QASI review:-  Finance projections are strong so amended to green from amber  Attendance amended to green from amber due to strong performance from new attendance officer.  Safeguarding remains amber due to current court case and stage 2 complaint. |  |
| **9.** | **Risk Register** |  |
|  | The Risk Register remains unchanged. |  |
| **10.** | **Governance updates** |  |
|  | KB had performed the termly safeguarding visit .  Governor terms and vacancies  Many sincere thanks to LD who has resigned as a staff governor, SA whose term as a governor has ended and VB who will be replaced as a governor due to the fact that she will not be able to attend future meetings as a result of her research project abroad. Their work and commitment has been greatly appreciated. NP’s term also ends in October but he has indicated a wish to continue either as a trust or parent governor. MJ to progress.  Applications from staff and parents interested in the role have been received and MJ will be contacting prospective governors before the end of term with the intention to have the new governors in place for September and invited to the first LGB meeting of the new academic year.  JG discussed with governors the need for succession planning in order to guarantee the continued effectiveness and sustainability of governance at the school. MJ and JG would be collaborating on this over the next six months and governors confirmed their agreement to this important work.  A governor asked that remote meetings could be re-instated on occasion and MJ agreed to consider this.  The school website requires photos and biographies of all governors on the LGB and it was requested that these be sent to JG.  A governor asked about insurance for governors. It was thought that this is covered by the RPA scheme but would be checked with Kerrie Jones.  The dates for the LGB meetings for the next academic year would be confirmed and circulated to all governors. | MJ  MJ  MJ  ALL  JG  DR/JG |
| **11.** | **AOB** |  |
|  | A parental complaint has progressed to stage 2 and MJ is meeting with the parent on 4th July. |  |

The meeting closed at 21.05.

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| **Items for Future Meetings** | |
| **Meeting** | **Item** |
| **Thursday 29th September** | SW to present cashflow statement for land sale and review of additional funding due from LA relating to pupils over PAN  Review of Sixth Form visit report |

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| **Action Log** | | | |
| **ITEM** | **ACTION** | **DEADLINE** | **RESPONSIBILITY** |
| 6 | Further clarification from AL to understand governor/trust division of responsibilities for H and S | 29.09.2022 | MJ |
| 10 | Progress extension of NP as trust/parent governor and arrange discussions with prospective governors | 31.07.2022 | MJ |
| 10 | Consider continuation of remote meetings | September 2022 | MJ |
| 10 | Send bio and photo to JG for school website | ASAP | ALL |
| 10 | Confirm insurance for governors | September 2022 | JG |
| 12 | Confirm and distribute dates for LGB meetings for next academic year | ASAP | DR/JG |

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| **Rolling Action Log** | | | |
| **ACTION** | **DEADLINE** | **RESPONSIBILITY** | **UPDATE** |
| Thanks from governors to Mr Bentley for hard work and commitment during the pandemic | N/A | DR | Completed June 2022 |
| Complete ‘action required’ in Risk Register | N/A | DR | Completed June 2022 |
| Include policy review and governor visit days in annual planner for next academic year | N/A | MJ/JG | Completed June 2022 |