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**Joyce Frankland Academy**

**Local Governing Body**

**Meeting Minutes**

29.09.2022 7pm on site and via Teams

**Governors Present**

Kate Beaumont (KB) via Teams

Glynis Bradley-Peat (GBP)

Gareth Conduit (GC)

Colleen Cassidy (CC) via Teams

Mick Garcia (MG)

Malcolm Jessop MJ (Chair)

Nigel Poad (NP) arrived 7.05pm

Tessa Pierre (TP)

Duncan Roberts DR (Principal)

**Others Present**

Ian Stoneham (IS) (Vice Principal), James Fitzgerald (JF) (Assistant Principal), Kerrie Jones (KJ) (Governance Manager), Janet Goldsworthy (Clerk)

The meeting was quorate throughout.

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|  | **ITEM** | **ACTION** |
| **1.** | **Welcome and Acceptance of Apologies for Absence** |  |
|  | Alex Catlin (work dinner) and Lorna Summerfield (School open evening) all sent apologies for their absence which were accepted by all governors present. CC joined the meeting at 7.10pm.  The Chair welcomed new governors TP and GC to the meeting and the LGB, also KJ who was attending to meet governors and improve trust integration with all of its schools. |  |
| **2.** | **Declarations of Interest and Notification of Any Other Business** |  |
|  | No declarations or changes in interests. Governors were reminded to send their Pecuniary Interest forms to JG. | ALL |
| **3.** | **Minutes of last meeting** |  |
|  | The minutes of the last meeting on 16.06.2022 were approved, subject to rewording of the question on page 3 relating to LGBTQ+. |  |
| **4.** | **Matters Arising** |  |
|  | SW had provided responses to the questions raised at the last LGB:-   * Pupil numbers in Y7 reflect the increase to 210 for 22/23 onwards. The GAG funding is calculated off of the pupil numbers by the software used for budgeting. See spreadsheet provided in governor meeting documentation. * Other grants have increased as SEN income is budgeted to increase to £33,902 and we are expecting to receive growth funding following the increase in our PAN to 210 of £110,681 - this amount has been advised by Essex CC. * Other staff of £80,000 relates to the leisure centre staff that we will be employing which we are currently recruiting * R and M includes decorating costs.  In 25/26, the cost increases to £72k as we are budgeting to decorate the following areas: Drama & Music £6.6k, C Block £13.2k and Leisure Centre £4.4k.  These figures are provided by Dave B, our premises manager, and reviewed by Claudine, Director of Operations at the Trust. * With regards to growth funding, Joe Chell, Head of School Organisation and Place Planning at Essex CC has confirmed in an email dated 19th May 2022 that, ‘“With the confirmed AWPU value the growth funding for JFAN for 22/23 will be £110,681.25, of which £64,564.06 will be paid in September 2022 and the balance in April 2023.” He also advised in a subsequent email on 24th May 2022 that if they asked and we agreed to take 210 pupils into year 7 going forwards, then growth funding would support that increase for five years.  At the moment, we have only agreed for this one year for JFAN. * The latest land sale cash flow was also provided.   NP had been confirmed by AL as a trust appointed governor.  MJ confirmed that the process for electing parent governors had been incorrect and the correct process would be implemented as soon as possible. Of the 8 original nominations, one had been out of time and a further three did not want to participate in an election, leaving 4 nominations moving forward.  It had been agreed that LGB meetings would be conducted on site in future with governors able to join via Teams if necessary.  Insurance for local trustees wasn’t necessary as liability remains with the board directors at trust level. | MJ/JG |
| **5.** | **KS4 and KS5 achievement report** |  |
|  | IS had distributed papers prior to the meeting for governors to review.  Key points to note for KS4:-   * At this stage, difficult to give a completely accurate picture as some results are out to appeal. * Most pleased that the forecasting has been accurate as the biggest risk is not knowing what is happening with attainment and progress. This gives us confidence that we can trust the data. * Recruitment is a challenge in some areas eg Business Studies   Q Is there still a wide range of languages on offer at the school?  A Yes  Q Is it an issue that we’re offering too many languages?  A Potentially – only 12 students on A level courses studying 4 different languages. If the number of languages were to be limited at GCSE then A level provision could be more focussed. The school continues to work on its language offer, slowly reducing Latin and possibly German although this will still take some time to change.  Q Is the issue with moderation of controlled assessment at GCSE similar across the trust?  A It is not yet known. It may be a case of upskilling staff or there could have been a change in the behaviour of the moderators.  Q Is the moderation of DT in line?  A This seems not to have changed significantly. The moderation report is brief so the moderators may not have reported in any detail.  Q Have the issues with moderation been repeated at KS5?  A Yes but to a lesser extent. However, the issue needs to be resolved as these are experienced members of staff with a strong track record, some of whom have acted as moderators in the past.  Q What was the poorest performing science?  A Physics outcomes used to be the strongest but recruitment has been a challenge. Science teachers perform well given the challenges but are relatively inexperienced in that they have not been through the exam process before  Q Is there a plan to retain science teachers?  A Talent ID and recruitment and retainment is a focus moving forward. We are exploring built in opportunities for current science staff in terms of challenge, new roles and leadership structure.  Q What is the reason for the focus on Maths?  A Too many students are not getting a 5+ in Maths. This is due to not enough high quality teachers teaching not enough students. We are enlisting the support of a Maths specialist from Bottisham College, changing the KS3 curriculum (White Rose Maths) and using ‘adaptive teaching’ methods to focus on the pupils and not the curriculum.  Q Was there additional Maths teaching prior to GCSEs?  A Yes although the methodology was to target those who were 3 or more grades from their target grade  Q Should this not have been targeted on those pupils not achieving a 4?  A We need to check the methodology for use of catch up funding and also service funding.  Key points to note for KS5:-   * Year 13 has 53 students and the concern is that not enough of the students are going on to university. This may be a trend across the country. * There is a more varied picture of results across Year 13 and less confidence in the accuracy of data and forecasting of results.   JF left the meeting at 8.10pm |  |
| 6. | **Annual projects – Journey to Excellence** |  |
|  | DR had circulated a paper prior to the meeting for governors to review.  JFAN on a page tries to capture where we’ve been, where we are and where we’re going.  Points of note:-   * Numbers on roll have increased from 790 4 years ago to 1020 as of 29.09.2022. * DR has been in contact with Essex CC regarding a growth plan. DR asked if a governor was available to meet with Essex CC. * The school intake is becoming more diverse. FSM is small but increasing. EHCPs have increased from 9 to 12. * Recruitment is a significant issue. There are 4 roles currently being advertised but no applications have been received. This is a serious issue and the timetable may have to be adjusted. There are not enough teachers being trained at a national level and there is no indication that government will act to remedy this situation. * Whole school staff training on STEPS has taken place which aims for all staff to use consistent values across the school. * Open Evening went well this term with 1000 people on site and talks oversubscribed. Expectations for applicants into Year 7 are encouraging. * The two new SLT are getting into classrooms and have observed good purposeful learning. They are also challenging DR and IS to reflect and also allow them time to strategize on leadership and succession planning.   Q What would improve this situation?  A More teachers – there needs to be an apprenticeship route into teaching. Retaining current staff would also help the situation.  Q What can we do as governors to support?  A Maintain communication with the trust and other headteachers to share resources in, for example, technology and physics. There are no easy answers. For staff, it can be demotivating as progress is being made but not as fast as we would like due to the recruitment issues.  Q Can the workload of teachers be reduced so that teachers can focus on time in class?  A The SLT could review assessment to see if this work could be reduced for certain staff.  Q The Ofsted inspection mentioned improvement required in assessment. Has any progress been made on this?  A JF is reviewing the assessment maps to ensure that in all subjects, the curriculum informs the assessment. This link doesn’t yet exist in some subjects.  Q What additional support are the Ukranian students being offered and are there any issue with integration?  A Pastorally, they have been well integrated with support at break and lunchtimes and regular communications with home. However, academic support could be improved. Staff need EAL and ESOL training and support with resources. The school has advertised for an EAL expert.  Q Have there been any issues with integration with other pupils?  A On occasion but this is rare and tackled immediately. |  |
| **7.** | **Pupil Premium statement** |  |
|  | This is a 3 year document and will be updated as and when necessary |  |
| **8.** | **Safeguarding and Health and Safety Policies** |  |
|  | These are policies written by the Trust Board which governors should be aware of. Both were ratified by all governors present. |  |
| **9.** | **QASI feedback** |  |
|  | Nothing to report. |  |
| **10.** | **Risk Register** |  |
|  | No changes required.  KB left 8.40pm |  |
| **11.** | **Governance items** |  |
|  | Reminders to governors – Pecuniary Interest forms to be completed, Code of Conduct sign off, login to CONNECT, Register NGA and Learning Link, review agenda planner, new LGB handbook due but not many changes, safeguarding and SEND trust groups to meet  Link governors agreed:-  GBP – SEND  AC – strategy/SLT  GC – 6th form  KB – safeguarding  NP – Health and Safety  LS – possibly finance - tbc |  |
| **12.** | AOB |  |
|  | Q Was there any comeback from the newspaper article involving some past pupils over the Summer?  A This was dealt with at Trust PR level and the school was not mentioned by name.  Q Following the Molly Russell case, could governors discuss mental health in school at a future meeting.  A this will be discussed in the safeguarding report to governors in January 2023. |  |

The meeting closed at 21.05.

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| **Items for Future Meetings** | |
| **Meeting** | **Item** |
| **Thursday 8th December** | Discuss Molly Russell case implications with regard to safeguarding report in January LGB. |

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| **Action Log** | | | |
| **ITEM** | **ACTION** | **DEADLINE** | **RESPONSIBILITY** |
| 2 | Governors to send Pecuniary Interest forms to JG | ASAP | ALL |
| 4 | Further clarification from AL to understand governor/trust division of responsibilities for H and S | 29.09.2022 | MJ |
| 4 | Progress parent election | 31.10.2022 | MJ/JG |
| 10 | Send bio and photo to JG for school website | Ongoing – some outstanding | ALL |

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| **Rolling Action Log** | | | |
| **ACTION** | **DEADLINE** | **RESPONSIBILITY** | **UPDATE** |
| Progress extension of NP as trust/parent governor and arrange discussions with prospective governors | 31.07.2022 | MJ | Completed August 2022 |
| Consider continuation of remote meetings | September 2022 | MJ | Completed July 2022 |
| Confirm insurance for governors | September 2022 | JG | Completed September 2022 |
| Confirm and distribute dates for LGB meetings for next academic year | ASAP | JG | Completed August 2022 |