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**Joyce Frankland Academy**

**Local Governing Body**

**Meeting Minutes**

08.12.2022 6.30pm on site

**Governors present**

Kate Beaumont (KB) arrived 6.45pm

Gareth Conduit (GC)

Malcolm Jessop MJ (Chair)

Nigel Poad (NP) arrived 7.00pm

Tessa Pierre (TP)

Duncan Roberts DR (Principal)

**Others Present**

Ian Stoneham (IS) (Vice Principal), Lee Gamble (LG), Janet Goldsworthy (Clerk)

The meeting was quorate throughout.

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|  | **ITEM** | **ACTION** |
| **1.** | **Welcome and Acceptance of Apologies for Absence**  |  |
|  | Lorna Summerfield, Mick Garcia (late flight), Glynis Bradley-Peat (work commitment) and Colleen Cassidy (Client commitment) 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.  |  |
| **3.** | **Minutes of last meeting** |  |
|  | The minutes of the last meeting on 08.12.2022 were approved by all governors present. |  |
| **4.** | **Matters Arising** |  |
|  | There are 4 candidates for the parent governor election which closes on 09.12.2022. Few votes have been received so far.There are 2 complaints which have progressed beyond Stage 1. MJ spoke to the parents regarding the first complaint and this complaint was subsequently resolved. The second complaint has progressed to Stage 3 and governors are involved. |  |
| **5.** | **Principal’s report** |  |
|  | The outlook for the school is positive and exciting as the school continues to grow but managing the impact of covid has provided challenge and continues to be an ongoing issue echoed across educational settings. In spite of this, a significant proportion of students continue to excel as responsive teaching becomes embedded with the school’s pedagogy.Q How are less experienced teachers supported?A Early Career Teachers (ECTs) receive training and ongoing CPD. There is a subscription to the National College and videos are sent out of more experienced colleagues teaching. There is also an instructional and coaching programme designed by Tom Sherringham for those staff with ability and potential. The academy is considering setting up an extended observation programme.A governor suggested that observations may be more impactful seen through the eyes of a student rather than being teacher focussed. This was thought to be a good idea.The school continues to review its curriculum implementation which has confirmed that there is understaffing of 100 hours or 3 x FTE distributed across music, humanities, business and science. This issue is being addressed through recent new appointments and the understaffing will be reduced to 22 hours from February half term. The additional Year 7 class in September will necessitate a substantial recruitment drive in January 2023 for new starters in September 2023.Q Will Year 7 students retain a choice of language options next September?A Yes but it won’t be a completely free choice – German, Spanish or French will be on offer.Q What is the cost of offsite learning?A Alternative provision is expensive but providers of provision for students with medical needs in Harlow and Cambridge have been successful in improving attendance.Q What is the academy doing for the gifted and talented?A The Ebac for 11 to 16 year olds offers triple science, 2 humanities and 2 languages. However, there is a need to keep the focus on challenge for these pupils eg entry into national competitionsQ How do parents access information regarding dealing with challenging behaviour?A The school directs parents to the Innov8 project being run by Netherhall School which offers parenting courses. However, there is an issue with the most vulnerable students who often have little parental support as teachers are not trained to support these parents and there is little external support available.Q Has there been staff resistance to the introduction of the STEPS programme?A No real resistance but some staff have found it difficult. There is a need to speak to students differently, de-escalate and build relationships and some staff find it hard to change.Q How is the STEPS training disseminated?A There are 2 STEPS specialists within the staff. A 6 hour inset has been given then continuous ongoing and regular small group training. Some staff were filmed and the videos then shared with other staff.The rewards system within school needs to be reviewed and improved. An awards evening has been suggested. There needs to be consequences for the most serious behaviours which may eventually result in exclusions. Year 9 behaviour is especially challenging. On the plus side, parents are supportive and collaborative.Q Are these behaviours being seen across the trust?A It would appear that KS3 are generally an issue across the trust.The picture regarding SEND is complex across the country and SEND assessment requires review and an action plan. As a result, capacity within the SEND TA team will need to increase. Two staff are currently completing the SENDco training.Q How is the curriculum adapted for SEND students?A The approach to adapting the curriculum for SEND students is currently inconsistent across the school and this needs to be reviewed and improved.Q Is the criteria for the identification of red and amber students used nationally?A This is the JFAN approach. It has been advised that this is completed as soon as possible.Q The table numbers suggest that SEND students are high in Year 7 but then tail off further up the school?A As mentioned, identification and assessment requires review and numbers may not be accurate.Q Having read the Principal’s report, university entrance is not mentioned at all?A It is true that university entrance was not a focus for this report but it is also true that fewer students are applying for university. It appears that funding is an issue so perhaps the school should be offering information on alternatives to university. The IB is being seriously considered as an additional offer by the school.Governors congratulated DR on a thorough report. |  |
| 6. | **Governors’ visit day** |  |
|  | Governors had an enjoyable and informative visit on 02.11.2022 which revealed some interesting areas for action. Some of the issues presented have already been addressed by SLT by the lunchtime action plan.It was noted that student and staff absence is very high due to the outbreak of scarlet fever and strep A within the school. |  |
| **7.** | **School policies** |  |
|  | The Behaviour for Learning policy was approved by governors.The Supporting Pupils with Medical Needs and SEND policy and statement would be reviewed at the next LGB in January 2023.  |  |
| **8.** | **Health and Safety** |  |
|  | It was noted that Health and Safety within the school setting needs to be given a higher profile amongst staff. It would be preferable if Claudia Bateman could be present at LGB meetings. It is currently down to the Site Manager to manage H and S for the whole school site. This is a difficult task on top of the responsibility for the school premises. A structure is starting to exist and some risk assessments have been completed. |  |
| **9.** | **Risk Register** |  |
|  | This will be reviewed for the next meeting. | DR |
| **10.** | **Governance** |  |
|  | Governors to email JG if unable to get access to CONNECTThe safeguarding governor visit report was discussed. The numbers of safeguarding concerns are increasing with a resultant impact on the workload of the safeguarding team. It was queried whether or not safeguarding within the school had sufficient resource and it was noted that capacity within the team is increasing as a priority.The SEND governor visit report will be discussed at the next LGB meeting.Q Governors noted that the school is due a further Ofsted inspection within the next 6 months and a governor asked how they could support the school.A Governors should review the last Ofsted report and the school’s four I’s, feeding back to DR with real evidence.AL governance updatesRecruitment is a significant issue across the trust, both of staff and governors. | GBP |
| **11.** | **AOB** |  |
|  | There was none. |  |
| **12.** | **Election of Chair** |  |
|  | The election of a new chair took place by secret ballot. There was one nomination - NP who left the room. JG counted the votes and declared that NP had the majority vote and was duly elected as the new chair of governors.Statements of sincere thanks were given by DR and KB to MJ who was presented with a gift as a token of appreciation for his hard work and commitment to the school over a number of years.  |  |

The meeting closed at 20.30

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| **Items for Future Meetings** |
| **Meeting** | **Item** |
| **Thursday 19th January 2023** | Approve Supporting Pupils with Medical Needs and SEND policies and SEND statement |
| **Thursday 16th March 2023** | Discuss Molly Russell case implications in next Principal’s report |

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| **Action Log** |
| **ITEM** | **ACTION** | **DEADLINE** | **RESPONSIBILITY** |
| 9 | Review Risk Register | 19.01.2023 | DR |
| 10 | SEND governor visit report | 19.01.2023 | GBP |

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| **Rolling Action Log** |
| **ACTION** | **DEADLINE** | **RESPONSIBILITY** | **UPDATE** |
| Governors to send Pecuniary Interest forms to JG | ASAP | ALL |  |
| Further clarification from AL to understand governor/trust division of responsibilities for H and S | 29.09.2022 | NP |  |
| Progress parent election | 31.10.2022 | MJ/JG | Completed January 2023 |
| Send bio and photo to JG for school website | Ongoing – some outstanding | ALL |  |