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**Joyce Frankland Academy**

**Local Governing Body**

**Meeting Minutes**

09.02.2023 7.00pm on site

**Governors present**

Kate Beaumont (KB) (Vice Chair)

Gareth Conduit (GC)

Claire Denyer (CD)

Mick Garcia (MG) via Teams

Richard Haslam (RH)

Nigel Poad (NP) (Chair)

Tessa Pierre (TP)

Duncan Roberts DR (Principal)

**Others Present**

Ian Stoneham (IS) (Vice Principal), James Fitzgerald (JF), Janet Goldsworthy (Clerk)

The meeting was quorate throughout.

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|  | **ITEM** | **ACTION** |
| **1.** | **Welcome and Acceptance of Apologies for Absence** |  |
|  | NP welcomed CD and RH to their first LGB meeting and introductions followed.  Lorna Summerfield (open evening), Glynis Bradley-Peat (issue with car), Colleen Cassidy (client commitment) and Tamsin Page (sick) 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** |  |
|  | Risk Register – see Item 8 below  SEND report – comments/queries to GBP by email  Access to CONNECT – no-one said that they couldn’t access CONNECT  The complaint mentioned at the last meeting has progressed to Stage 4.  The complaint regarding paper remarks is being dealt with.  There is a proposal to dedicate an award ceremony to MH as part of the planned introduction of an awards evening – details to be confirmed | ALL  DR |
| **5.** | **Excellent Today: Behaviour for Learning** |  |
|  | JF gave a powerpoint presentation on his impressions of the school so far, the actions taken so far and the impact of those actions. The key points were:-   * Staff work well as a team, are welcoming and well qualified. * Students are polite and the vast majority are pleasant to teach. * There is a small group of Year 9 pupils whose behaviour is challenging. These behaviours often resolve by Year 10/11.   The main issues identified are connected to systems leadership and communication. JF took governors through a number of actions taken in his first 6 months at JFAN:-   * Staff calendar has helped staff to prioritise formative rather than summative assessment and improved responsive teaching. * Planning in this way has led to thinking about a similar calendar for pupils. * Consistency and criteria in assessment have improved due to improved communication via the calendar. * The organisational system has been extended with Assistant HOY, more SSOs, increased resources for challenging behaviour, a positive impact room and two inclusion panels. This needs to be properly communicated to staff. * Communication methods have been expanded – BfL briefings on Mondays and language used has been reviewed. * Further work on Quality Assurance is needed after a successful pilot of processes in core subjects. * Reaction and feedback so far has been positive as all this gives a consistency of approach and is more roots up than top down.   Priorities for next 6 months:-   * Assessment across KS3. * Reading strategy for those struggling to access curriculum. * Standards for behaviour, uniform, lateness, phones etc.   Feedback is via surveys and if it isn’t working then it can be changed.  Q Is there a way to measure impact and what would be the metrics?  A Difficult to measure as quantitative data may not exist but possibly reduced exclusions, improved attendance – may be better to ‘tell the story’.  Q How does the communication work both up and down?  A Small group communication fortnightly via HOY and SSOs. Walk and tell.  Q Regarding the QA, what is the impact?  A Need to look at trends so that middle leaders are empowered with data to address the issues.  Q Is there a systemic issue? [can you recall what specifically this question related to? A systemic issue with what?]  A The programme advocates distributed leadership although SLT can support.  JF was thanked by governors for his presentation. |  |
| **6.** | **Even Better Tomorrow** |  |
|  | This presentation was postponed until the next LGB meeting due to sickness. | TP |
| **7.** | **AIP update** |  |
|  | DR spoke about a Centre of Excellence Handbook which will be uploaded to CONNECT.  **Priority 1** relates to Responsive Teaching  Q Are there any statistics available to confirm if STEPS, instructive coaching and NC videos are working?  A LG to present on this at the next meeting.  Q Is challenging behaviour being seen across the trust?  A Yes it’s being seen across the country. It will take the school some time to work through the issues – the key problem is staffing and recruitment. From the pupils viewpoint, the issues are toilets and the physical infrastructure around the dining room.  Q Is the library open at breaktimes?  A Yes for those pupils who want this type of breaktime.  **Priority 2** relates to a broad and balance curriculum  **Priority 3** relates to distributed leadership  We are making progress as a school. The main issues are with a small minority of pupils in Year 9 with challenging behaviour. This is impacting staff morale. Alternative Provision in this area is very limited and goes against the trust and academy inclusive ethos.  Q Is it possible to set up our own alternative provision?  A Netherhall School have set up a programme called Alvin and fully qualified English, Maths, Science and Humanities teachers. This is short term but impactful but in place for Years 10 and 11 only. AL are monitoring closely. | DR  LG |
| **8.** | **Risk Register** |  |
|  | There have been no changes to the Risk Register. There appears to be some overlap between this document and the new blueprints being introduced by AL.  Main risks continue to be related to the school site, specifically security and the quality of the buildings. The school is looking at installing a new security access system (£100k), CCTV cameras (£80k) and fencing for the whole site (£120k). Funds from the land sale would be used.  Q Will the installation of fencing cause any operational issues, especially around the crossing?  A This has all been addressed by the contractors.  Q When would the work be completed?  A Possible CCTV at Easter break and other work during Summer break. DR There is a need to waive the requirement for multiple quotations as market conditions mean contractors will only hold quotes for 7 days. Governors approved this approach.  The second risk relates to safeguarding. There has been a significant increase in referrals and the subsequent workload for the safeguarding team. This has been difficult to manage and personally challenging for the team.  Q Can personnel be rotated in and out to give relief?  A The team is being increased to allow more relief and rotation.  Q Have Co DSLs been considered?  A This has been considered but experience would suggest that this doesn’t work well.  The third key risk is recruitment and retention. |  |
| **9.** | **Governance** |  |
|  | Policies relating to Pupils with Medical Needs, SEND, Provider Access and Attendance along with the SEND statement were approved by all governors present subject to:-   * P22 of Attendance Policy – times to be updated * Any comments from GBP, CC and LS   Future policy discussions will be presented by the policy lead who will give a short summary of the practical issues and implementation of the policy.  Two parent governor vacancies now filled and discussions underway for co-opted governor.  NP to contact each governor regarding link governor roles  All governors to contact GBP via email if any queries on SEND report  Q Is succession planning in place for SENDco?  A Yes two members of staff will be qualified by the end of the academic year in line to take SENDco and deputy SENDco positions.  Dates for remaining governor visit days changed. February date to be changed to April date – DR to confirm. Final governor visit day to be 13th June. All governors are encouraged to attend at least one visit day during the year.  An Ofsted visit is due. NP to send out video training link, AIP and JFAN on a Page. | NP  ALL  DR  NP |
| **10.** | **AOB** |  |
|  | Discussions regarding the school website and the school grant funding to be moved to the next meeting. | JG |
| **12.** | **Date of next meeting** |  |
|  | LGB Thursday 16th March |  |

The meeting closed at 21.05

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| **Items for Future Meetings** | |
| **Meeting** | **Item** |
| **Thursday 16th March 2023** | Discuss Molly Russell case implications in next Principal’s report  Even Better Tomorrow presentation – TP  Is STEPS and responsive teaching approach working – LG  AOB – school website and school grant funding  AL blueprints - DR |

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| **Action Log** | | | |
| **ITEM** | **ACTION** | **DEADLINE** | **RESPONSIBILITY** |
| 4 | Queries/comments on SEND visit report to GBP | ASAP | ALL |
| 4 | Awards ceremony plan | March 2023 | DR |
| 7 | Upload Centre of Excellence Handbook to CONNECT – key documents folder | ASAP | DR |
| 9 | Contact governors re link roles | March 2023 | NP |
| 9 | Confirm April date for Governor Visit Day | ASAP | DR |
| 9 | Send out Ofsted training video and JFAN on a Page document | ASAP | NP |

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| **Rolling Action Log** | | | |
| **ACTION** | **DEADLINE** | **RESPONSIBILITY** | **UPDATE** |
| SEND governor visit report | 19.01.2023 | GBP | Completed February 2023 |
| Review Risk Register | 19.03.2023 | DR | Next meeting March 2023 |
| 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 |  |
| Send bio and photo to JG for school website |  | ALL | Ongoing – some outstanding |

Post meeting question for DR

**Q** Can you confirm that AL are managing the process including the appointment of contractors, contract management etc. i.e. we have people responsible for this at AL as opposed to it landing on yours and DB’s desk.

**A** It's a very good question and, as such, I am speaking to Duncan Murdoch tomorrow with the aim of him leading the fencing aspect as this is the most complex. I think Dave/Richard/Ewan combination can cover access control and CCTV.