

**Joyce Frankland Academy
Local Governing Body Planning
Meeting Minutes**

05.10.2023 7pm on site

Governors via Teams

- Adrian Butcher (AB)
- Gareth Conduit (GC)
- Claire Denyer (CD)
- Richard Haslam (RH)
- Tessa Pierre (TP)
- Nigel Poad (NP) (Chair)
- Duncan Roberts DR (Principal)
- Lorna Summerfield (LS) (Vice Chair)

Others Present

Ian Stoneham (IS) (Vice Principal), James Fitzgerald (Assistant Principal), Robert Dell (Observer), Janet Goldsworthy (Clerk)

The meeting was quorate throughout.

	ITEM	ACTION
1.	Welcome and Acceptance of Apologies for Absence	
	Mick Garcia absent (no reason offered)	
2.	Declarations of Interest and Notification of Any Other Business	
	DR is temporary Chair of Governors for Wimbish Primary School.	
3.	Minutes of last meeting and matters arising	
	The minutes of the last meeting on 28.09.2023 were approved with no changes by all governors present.	
4.	Matters arising	
	The wordcloud had been circulated prior to the meeting on 15.06.2023 and impact statements had been added to the self evaluation. Governor visit dates would be confirmed soon. There had been one other interested applicant for the remaining governor role and NP would follow this up. Bios and photos for the website would be requested. A Safeguarding training video would be emailed to all governors soon. Governors to check that all have access to MyConcern so that anyone can report a concern easily.	NP JG DL ALL
5.	Achievement outcomes	
	JF gave governors a presentation on the achievement outcomes for GCSEs and Sixth Form. Key points of note:-	

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- All schools this year were anticipating a return to pre-pandemic results.
- SATS results are used to predict GCSE levels and VA is anything above those predicted levels.
- English and Maths results were quite strong but the biggest improvement could be made in Science and non-core subjects at grades 7 to 9.

Analysis and trends

- Subject leaders analysed the data to identify what actions could be taken to improve future outcomes.
- Pupils generally have high attainment on entry so improvement in results will necessitate better teaching and more progress
- There will be a focus on pupils achieving SATS scores of around 108 and what can be done to improve outcomes specifically for these students
- Course structures cannot be changes in year
- There needs to be an assessment model which tracks from Year 7 onwards

Tracking tools

- Tracking tools differ for each subject
- Science is more challenging to track due to the differing combinations of subjects
- English is doing well but can still be improved
- Tweaks will not significantly improve outcomes but change may need to be radical.
- There is clearly a correlation between good stable teaching and good outcomes. Results suffered in those subjects where there are insufficient teachers – DT and Food Technology.

Q In terms of adapting the curriculum, how will the capacity of staff to improve teaching be tracked with sufficient time to still improve outcomes at the end of the year?

A There will be more robust tracking of data throughout the year after mocks in November and June and the 2 new SLT who are now more settled will ask the tough questions of staff.

Improvements may not happen in year but may take longer to impact.

Q Can CATS be used as a source of data?

A CATS completed in Year 7 can be a useful tool and sometimes show anomalies but are not a benchmark against which the school is judged. An additional data point may however be interesting.

Q The areas requiring focus in Science – is this evidenced by the data?

A Yes the analysis involved review question by question for different students and different texts.

Q What is the frequency of CAT tests?

A Once each year

Q Is there any bias in the way that students select subjects and are given choices?

A Yes possibly with Science. They may select triple science but be weaker in Physics.

	<p>Q Would it be a good idea to send congratulations from the governors to the heads of English and Maths? A Yes this can be done.</p>	
6.	Blueprint	
	<p>AL has introduced four blueprints which detail the expectations across four areas;-</p> <ul style="list-style-type: none"> • Curriculum • Safeguarding • People and leadership • Inclusion <p>Q What is the process for making judgements? A It is a discursive process and the intention is that benefits will ensue across the trust as leaders visit other schools to share good practice.</p>	
7.	Curriculum executive summary	
	<p>This was presented to Ofsted in June 2023 and highlights the changes made to the curriculum over the last year. Key points of note:-</p> <ul style="list-style-type: none"> • Staffing remains challenging and there are still vacancies in english, drama, business studies and geography although there has also been some success in recruiting for specific areas. • There is a tension between the school’s ambition to broaden the curriculum and the current financial situation. Compromise will be necessary. <p>Q Is the use of space regularly reviewed? A Yes but change of use is difficult and takes time so it’s always a balancing act Q Is it possible to list ‘world of work’ opportunities in the intended outcomes? Yes - good idea! Q Are the core hours for the core subjects impacted by staffing challenges in English, maths and science? A Yes this is a practical problem but this is improving year on year and we are moving towards are preferred target hours in these subjects. Q Is it possible to use more online tuition to address the staffing challenges? A This could be useful for some groups of pupils but not for all. There is certainly more we could do in this respect but online learning cannot compensate for teachers and pupils together in classes. The Ofsted framework refers to specialist teachers being in the classroom and online learning may be an issue in this respect. In addition, the infrastructure required for online learning would be challenging.</p>	
8.	AOB	
	<p>DR reiterated the 3 main risks facing the school:-</p> <ul style="list-style-type: none"> • The financial situation with a deficit of £180k forecast for 2023-2024 and £300k for 2024-2025. 	

	<ul style="list-style-type: none"> Recruitment (not retention) Behaviour – mostly good but there are a group of disengaged and demotivated students and there are very few alternative options for young people who can't currently engage in mainstream <p>The Sixth Form has been given a year to recruit 50 pupils for 2024-2025 otherwise other options will need to be considered. JF to present on A Level results linked to presentation on Sixth Form.</p> <p>Q Do we have any idea on Sixth Form numbers for next year? A Not at this stage but by December we should have a better idea.</p> <p>Q What is the current situation regarding the RAAC in the school? A Contingency planning for E block needs to be accelerated as it may be that the building needs a crash ceiling to be installed at a cost of £150k. If this can't be done then the school will need to be consider its options carefully in terms of face-to-face education and what can be offered safely.</p> <p>Q What is the costs of a crash ceiling? A Unknown at this stage but a more practical solution would be to rebuild the block. This would result in the loss of 9 classrooms.</p> <p>Q Has there been any parental response to the Ofsted report? A Many supportive congratulatory emails</p>	DR/JF
10.	Date of next meetings	
	Thursday 7 th December Thursday 1 st February Thursday 21 st March Thursday 16 th May Thursday 27 th June Thursday 11 th July Governor visit days tbc	


The meeting closed at 20.05

Items for Future Meetings	
Meeting	Item
7th December 2023	Safeguarding report – IS/LG Presentation on 6 th form – DR A level results - JF Student welfare - IS State of school website - JG

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4	Follow up with governor application	ASAP	NP
4	Chase outstanding bios/photos for website	ASAP	JG
5	Check access to MyConcern	ASAP	ALL



Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE
Send bio and photo to JG for school website	April 2023	ALL	Ongoing – MG/AB outstanding
Circulate link governor details	October 2023	NP	Completed October 2023
Send round safeguarding powerpoint and training video	October 2023	DL	Outstanding
Circulate Link Governor Visit policy	ASAP	JG	Outstanding
Recommend RD to AL trust board	ASAP	NP	Completed October 2023
Explore other new governor opportunities	ASAP	NP	Completed October 2023
Circulate dates for governor visit dates	October 2023	NP	Outstanding
Contact CD regarding access to CONNECT	October 2023	JG	Outstanding
Email JG with Business Interest and Photo Consent forms and any new contact details	ASAP	ALL	Outstanding
Circulate AIP 2023-2024	October 2023	DR	Outstanding
Complete cyber training and email date to JG	October 2023	ALL	Outstanding

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Date.....