

# Joyce Frankland Academy Local Governing Body Meeting Minutes



21.03.2024 7pm on site

## Governors attending

Adrian Butcher  
Gareth Conduit (GC)  
Claire Denyer (CD)  
Rob Dell (RD)  
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 (JF), Janet Goldsworthy (Clerk)

The meeting was quorate throughout.

	ITEM	ACTION
1.	<b>Welcome and Acceptance of Apologies for Absence</b> Mick Garcia (Returning from work trip abroad)	
2.	<b>Declarations of Interest and Notification of Any Other Business</b> None	
3.	<b>Minutes of last meeting and matters arising</b> The minutes of the last meeting on 01.02.2024 were approved with no changes by all governors present and will be uploaded to the school website.	JG
4.	<b>Pupil Premium review</b> JF gave a presentation to governors regarding Pupil Premium.  Key points of note:- <ul style="list-style-type: none"> <li>• Correct language 'pupils in receipt of pupil premium'</li> <li>• The school has a 3 year programme for pupil premium and we are currently in the middle of that cycle</li> <li>• The school currently has 17% of pupils in receipt of pupil premium compared to 19% last year, of which 31 pupils are SEND and 4 pupils have EHCPs. These figures are below the national average.</li> <li>• The school received more PP funding this year compared to last year (£137k) but there is broadly less funding in total as no catch up funding has been available.</li> <li>• The new school website raises the profile of PP.</li> <li>• JF tracks PP requests from staff</li> <li>• Wider strategies have been employed. Additional PP staff, extra-curricular activities and consultancy and alternative provision have been key.</li> </ul> Q Is PP funding inflation linked? A Yes but not the full rate of inflation. Q What strategies are in place to improve attendance for pupils in receipt of PP funding? A An attendance officer is employed. The canteen is open for free breakfast for PP students, parents are contacted when required. Fines are a last resort. Essentially, the culture of the school encourages students to attend and students are treated as individuals. The school supports the parents to support the child. Q Is there a stigma associated with PP students?	

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	A Yes and other pupils are aware of who is and who isn't a PP student.	
<b>5.</b>	<b>Executive summary and blueprints</b>	
	<p>DR explained the rationale behind blueprints which will relate to Leadership and Development, Safeguarding, Inclusion and Curriculum. Discussion of the blueprints will feature regularly on future LGB agendas so that governors will start to see patterns over time. AL conducted an enquiry recently into Leadership and Development which focussed on systems, professional development and appraisals. There needs to be more focus on engaging students to get them through the day</p> <p>Q How did the enquiry help towards solving some of the school's recruitment issues?</p> <p>A The school still has vacancies in the areas of computing, geography, science, english and economics. This issue can only really be resolved at an AL and governmental level. However, the school does need to reconsider how it can make its job adverts more attractive and exciting to potential applicants.</p>	
<b>6.</b>	<b>Blueprint: inclusion</b>	
	<p><u>Inclusion blueprint</u></p> <p>The school has worked hard over the last 6 months and the inclusion model has been praised by AL. The next steps will be:-</p> <ul style="list-style-type: none"> <li>• Improve availability of data to make it more real time</li> <li>• Improve the frequency of data</li> <li>• Streamlining needs to take place to ensure that the data and the subsequent actions are all in one place</li> <li>• Individual form tutors will then have ownership of the model</li> </ul> <p>Q Are the strategies used for all students?</p> <p>A Yes, if ADHD students are engaged, then all others will be also.</p> <p>Q How do the Student Support Officers engage with these strategies?</p> <p>A Form tutors and teachers identify issues which are then flagged up to SSOs throughout the day so communication is important. SSOs then access the systems and discuss and agree which interventions are required.</p> <p><u>Governor link visit relating to inclusion</u></p> <p>Key points of note:-</p> <ul style="list-style-type: none"> <li>• Good to meet KD and get a feel for the setting which reflects a hugely purposeful environment for SEND pupils</li> <li>• The SEND team requires more capacity and a request for a lead TA and a Deputy SENDCo was discussed.</li> <li>• Parental engagement is strong</li> <li>• Work placements for SEND pupils are in place</li> <li>• Awareness of LGBTQ+ pupils is being raised amongst staff</li> <li>• The inclusion toolkit is a very useful resource</li> <li>• It would be useful to hear the pupil voice at the next visit</li> </ul> <p>Q Is neurodiversity tracked within the staff?</p> <p>A No but the school will start to think about this. DR to raise with AL/DC as legislation is due in this area.</p> <p>A general discussion ensued to agree what data governors would find useful in relation to attendance and suspension. It was agreed that data by subject (even day, session, lesson) would be helpful along with by gender, PP and non PP and SEND. Some individual case studies would also be useful.</p> <p>Other questions to be addressed in the case studies are:-</p> <p>How do all these elements contribute to a particular individual's attendance?</p> <p>How much resource is required to resolve an issue and is this efficient?</p> <p>Governors to possibly have a conversation with a pupil involved in a case study?</p> <p>What is the impact of cover lessons on attendance?</p>	<b>DR</b>


<b>7.</b>	<b>Parental survey feedback</b>	
	<p>The response to the AL parent survey was lower than we would have liked at 194 responses compared to the Ofsted survey response at 350, There is a need to unpick this and drive up the numbers for future surveys.</p> <p>Key areas of comment are as follows:-</p> <ul style="list-style-type: none"> <li>• Reports</li> <li>• The social environment at the school</li> <li>• Communication needs to improve</li> <li>• Behaviour is perceived as being average</li> </ul> <p>Any actions resulting from the survey will be linked to the school's priorities.</p> <p>Q Will the survey results be communicated to parents? A DR will query this with DC at AL</p> <p>Q Feedback from pupils on the governor visit day strongly indicated that pupils do not like to receive prizes or to be called up to be congratulated A SLT and staff will think carefully about how pupil achievements should be celebrated</p>	<p><b>DR</b></p> <p><b>DR</b></p>
<b>8.</b>	<b>Governance</b>	
	<p>The governor visit day was attended by NP, GC, RD and RH who all enjoyed a student school meal which was of very good quality. Feedback to DR post the session with staff indicated that communication has improved along with the responsiveness of SLT.</p> <p>The next governor visit day is 24<sup>th</sup> June 2024.</p> <p>NP will follow up recruitment opportunities for new governors with Carver Barracks.</p> <p>NP will attend the next AGF and update governors accordingly.</p>	<b>NP</b>
<b>9.</b>	<b>AOB</b>	
	None	
<b>11.</b>	<b>Date and time of next meetings</b>	
	<p>Thursday 16<sup>th</sup> May</p> <p>Thursday 27<sup>th</sup> June</p> <p>Thursday 11<sup>th</sup> July</p> <p>Governor visit day - 25<sup>th</sup> June 2024</p>	

The meeting closed at 21.15.

<b>Items for Future Meetings</b>	
<b>Meeting</b>	<b>Item</b>
<b>16th May 2024</b>	SEND link governor visit report Approval of Behaviour Policy


<b>Action Log</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>
3	Upload signed and approved minutes to website	ASAP	JG
6	Review with AL/DC if parents will received results from survey	Summer Term 2024	DR
6	Unpick reason for low response to parental survey	Summer Term 2024	DR
6	Raise neurodiversity of staff with AL/DC	Summer Term 2024	DR
8	Investigate recruitment opportunities for new governors with Carver Barracks	Summer Term 2024	NP

<b>Rolling Action Log</b>
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ACTION	DEADLINE	RESPONSIBILITY	UPDATE
Circulate Link Governor Visit policy	ASAP	JG	Outstanding but not yet available – chased KJ January 2024

Approved

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Date..... 23/05/24