

# Joyce Frankland Academy Local Governing Body Meeting Minutes



11.07.2024 6.30pm on site

## Governors attending

Gareth Conduit (GC)  
 Claire Denyer (CD)  
 Rob Dell (RD)  
 Mick Garcia (MG) – arrived 7pm  
 Richard Haslam (RH)  
 Nigel Poad (NP) (Chair)  
 Duncan Roberts (DR)  
 Lorna Summerfield (LS)

## Others Present

Ian Stoneham (IS) (Vice Principal) and Janet Goldsworthy (Clerk)

The meeting was quorate throughout.

	ITEM	ACTION
1.	<b>Welcome and Acceptance of Apologies for Absence</b>	
	Adrian Butcher (work commitment) and Tessa Pierre (school trip). Apologies were accepted by all present.	
2.	<b>Declarations of Interest and Notification of Any Other Business</b>	
	None	
3.	<b>Minutes of last meeting and matters arising</b>	
	<p>The minutes of the last meeting on 16.05.2024 were approved with no amendments.</p> <p>Link Governor Visit policy now available and to be circulated at September planning meeting.</p> <p><u>Feedback from parent forum group</u></p> <ul style="list-style-type: none"> <li>Parents identified that there were some issues with low level disruption in class and the specific nature of reporting academic success in the school.</li> <li>School needs to address response rate to surveys, possibly keeping the survey open for longer and have the survey available for completion at parents evenings.</li> <li>Options for virtual parents evenings have been mooted but keeping parents evenings face to face is more popular.</li> </ul>	<p><b>JG</b></p> <p><b>DR</b></p>
4.	<b>Executive Summary and Blueprint: Safeguarding</b>	
	<p>Key points of note:-</p> <ul style="list-style-type: none"> <li>In response to an increase in safeguarding concerns, the capacity of the safeguarding team has been enhanced alongside a restructuring of the SLT. The overall count of concerns is increasing and this is in line with a national trend along with an increasing intake and more pupils in school.</li> <li>The updated safeguarding training in September will include an extra layer for new staff to ensure clarity.</li> <li>It has been suggested that safeguarding to date has sometimes historically existed in silos but the new policy will enable a more focussed overview and joined up thinking to address any emerging patterns and trends.</li> <li>A new joint mental health lead role will be added to the safeguarding team in September, partly supported by government funding.</li> </ul> <p>Q What are the expectations for the Mental Health lead?</p>	

	<p>A The remit for the role is vast but the joint position will enable the school to liaise with any specialist links eg CAMHS, trauma training and any patterns emerging from MyConcern.</p> <p>Q Is the role more about wider strategy across the school rather than a hands on role?</p> <p>A Yes this is correct and the role will also address the mental health needs of staff.</p> <p>Q There are no instances in category 66?</p> <p>A This was a period when staff didn't specifically categorise their concerns which will be corrected at some stage. In addition, category 129 may need to be addressed when the initial concern was at a low level and then moved to another category or when the concern stretched across a number of categories.</p> <p>Q Looking at total concerns, it appears that there may have been spikes at certain points in the year? Can you identify the categories for these spikes?</p> <p>A Yes – these are generally around domestic issues at home. It is probably better to analyse trends in the overall data rather than address any ups and downs.</p> <p>Q How does the average number of concerns per pupil compare to other schools?</p> <p>A Comparisons to other schools are not known but we do know that this all schools are facing an increase in safeguarding concerns.</p> <p>Q Is there any correlation between SEND and mental health issues and if so, is there an opportunity to have a more holistic approach?</p> <p>A There is an Inclusion Panel which is chaired by DR, the Attendance Officer, SENDCo and the DSL. All interventions are reviewed and pupils are categorise as red, amber, green etc</p> <p>Q Is there an Educational Psychologist available to pupil?</p> <p>A Not at the moment but DR has requested that KD continues to remind the LA about our need for EP support.</p>	
<b>5.</b>	<b>People and Leadership update</b>	
	<p>The school's succession planning has worked well and there will be a complete SLT for the next academic year although IS is not being replaced at Vice Principal level. There will be 2 Associate Assistant Principals who have been recruited for 12 months to enable the SLT to consider a restructuring of the SLT and allows the opportunity for colleagues to develop and challenge themselves. There will be two new Associate Assistant Principals, responsible for operations, duties and behaviour systems and homework through AI respectively along with line management responsibilities.</p> <p>The transformation in SEND across the school has been exceptional which is very positive for pupils. A further update from KD will be given in the next academic year.</p> <p>Q Are there any other key person risks?</p> <p>A Exams Officer is a significant role requiring additional support. Some subject leaders are single points of failure. The Site Manager is very specific to the school site and the school are wholly reliant on his knowledge in this respect. DR to speak with AL to address this situation.</p> <p>Q Have the school managed to recruit the required subject staff for the next academic year?</p> <p>A Geography – the Head of Geography will work an extra day each week with added support in years 7, 8 and 9. Two new English teachers have been recruited. There is a new Economics teacher who will also support PP pupils. There are 2 outstanding vacancies for once Science and one Computing teacher.</p> <p>Q Has there been any consideration of using A level students to support teaching capacity?</p> <p>A It is worth considering this alongside the use of technology and doing things differently. A bold and radical approach may need to be considered. There is likely to be some cover required next year which will undoubtedly impact on behaviour. However, two cover teachers (albeit unqualified) who already know the school have been recruited along with 2 Tas to support behaviour and SEND in class.</p>	<p><b>DR/KD</b></p> <p><b>DR</b></p>

	<p>Q Are the cover teachers likely to be more economical than supply teachers in the long run?</p> <p>A Yes</p>	
<b>6.</b>	<b>Strategy and approval of AIP 2024-2025 to include mention of key risks</b>	
	<p>DR distributed some hard copy strategy documents to governors and asked for feedback at the meeting or by email at a later stage.</p> <p>Key points of note:-</p> <ul style="list-style-type: none"> <li>JFAN DNA mirrors that of Anglian Learning</li> <li>The school's core priorities will stay the same for the next 3 years</li> <li>The priorities must be user friendly, displayed on the website, show the direction of travel and will explore in year 1, prepare in year 2, deliver in year 3 and sustain in year 4</li> <li>A more specific action plan will sit underneath the priorities</li> </ul> <p>Q Does the strategic plan address the issues raised in the Ofsted report?</p> <p>A Yes but we need to review whether our reading strategy is clearly articulated within the plan. We need to also ensure that we are using data effectively.</p> <p>The agenda planner next year must include regular review of the strategic plan with governor feedback and challenge.</p> <p>Governors requested a copy of DR's presentation on 'Celebrating Achievement'</p> <p>Q Has the positive feedback from the surveys been advertised/publicised anywhere?</p> <p>A No but this could be added to advertisements as good PR for future recruitment.</p>	<p><b>ALL</b></p> <p><b>NP/JG</b></p> <p><b>DR</b></p>
<b>7.</b>	<b>SEND policy and statement</b>	
	<p>These documents were not yet available for review and will be updated for the next academic year.</p>	<b>DR/KD</b>
<b>8.</b>	<b>Careers update</b>	
	<p>GC had met with DG and a link governor report has been produced and has been uploaded to the shared drive.</p> <p>Key points of note:-</p> <ul style="list-style-type: none"> <li>Ofsted had highlighted careers development in their report</li> <li>The visit had been positive</li> <li>There are now 2 careers administrators developing a work experience programme for years 10 and 12.</li> <li>The impact of these positions has been positive and there was a recommendation to continue the funding of these roles. This has been approved.</li> <li>Careers development is a priority for the school and has been added to SLT responsibilities.</li> <li>Good progress in this area has been noted and the momentum must continue.</li> </ul> <p>Q Is there anything that can be done to overcome the need for DBS workplace during work experience?</p> <p>A A DBS check is only required for lone working and this is not the situation in the vast majority of work experience environments.</p>	
<b>9.</b>	<b>See confidential minutes</b>	
<b>10.</b>	<b>Complaints and whistleblowing report</b>	
	<p>There has been no whistleblowing or stage 2 complaints. There have been some stage 1 complaints which are still underway.</p>	
<b>11.</b>	<b>Governance</b>	
	<p>NP has been in touch with Carver Barracks who will be nominating a governor for JFAN for the next academic year.</p>	
<b>12.</b>	<b>AOB</b>	

	NP will attend the school awards ceremony See confidential minutes	
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The meeting closed at 20.10

Items for Future Meetings	
Meeting	Item
Autumn Term 2024	SEND policy and statement

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
5	SEND update	December 2024	DR/KD
5	Speak to AL re Site Manager key person	Autumn Term 2024	DR
6	Feedback to DR re AIP 2024-2025	Autumn Term 2024	ALL
6	Agenda planner to include regular review of AIP 2024-2025		NP/JG
6	Email governors copy of 'Celebrating Achievement' presentation	ASAP	DR

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE
Circulate Link Governor Visit policy	ASAP	JG	At planning meeting September 2025
Review with AL/DC if parents will receive results from survey	July 2024	DR	Outstanding
Unpick reason for low response to parental survey	July 2024	DR	Outstanding
Raise neurodiversity of staff with AL/DC	July 2024	DR	Outstanding
Investigate recruitment opportunities with Carver Barracks	July 2024	NP	Completed July 2024