

Alexandra School

Minutes of a Full Local Governing Body Meeting

Held on Wednesday 21st June at 7.00pm

Parent Governors

+Mark Elmer (ME)
* David Hamilton (DH)
* Anand Pajpani (AP)

Teacher Representative

+Elena Burns (EB)
*Hannah Lawrence (HL)

Head of School

*Perdy Buchanan-Barrow

Community Governors

*Mrs Sue Stalley (SS) Chair
*Mr Barry Nolan (BN)
*Peter Horne (PH)
*Temple Rogers (TR)
Vice Chair

Non-Teaching Representative

+Mrs Karen Stanton (KS)
*Sophia Gordon (SG)

Clerk

*Zareena Ullah (Clerk)

In attendance:

*Catherine Holdsworth

LEA Representative

+Mr Graham Henson (GH)

* denotes present

+ denotes absent with apologies received and accepted

- denotes absent no apologies received or accepted

1. **Declaration of interest** – None
2. **Minutes of previous meeting and matters arising** - No matters arising.
The minutes were agreed and ratified.
3. **Minutes of the Operations Committee** PBB informed the governors that she is having discussions with Vanessa Hoch regarding the school website and Vanessa is in the process of setting up a draft website.
Google v Microsoft Office 365 – PBB said she brought this up in the ICT meeting. Nothing has been finalised, both options are still being explored.
TR stated it is possible to have both Microsoft and Google.
The minutes were agreed and ratified
4. **Minutes of the Teaching & Learning Committee** – **BN asked** if we used Classroom Monitor. PBB said that some teachers have trialled it out and they found it ok. She said that the system is very adaptable and it could work well for Alexandra. CH added that we will be using it 100% from September and only then will we be in a position to establish whether it works for us or not. CH said we do not want teachers to use 2 systems of assessment and if used correctly, Classroom Monitor should reduce the assessment work for teachers.
The minutes were agreed and ratified

5. Head of Schools Report

- **Item 1 - School Development Plan** – SDP was ragged for the 4th time in April. 8 targets continue to be green (good progress). Visual Support for Communication was rated as dark green (target achieved). DH volunteered to complete a learning walk before the end of term to observe the use of visual support around the school.

DH

The Classroom Monitor Assessment target remained orange for reasons discussed above.

The SDP will be ragged for the final time at the end of the term.

PBB shared the draft SDP for 2017-18 with governors:-

Alexandra's Ten Commandments

1 - To develop the sustainability of the school.

2- To explore the benefits of learning through play. CH said many of our children have missed out on early opportunities to play for various reasons. Play can be used as a tool. We can learn from EYFS, develop our playtimes with staff involvement and develop and use the nurture room and outdoor learning areas.

SS stated that West Lodge School have been engaged in the Opal Project and they have had a Celtic round house built in their playground which the children helped build. They also have a junkyard playground. SS said she has observed children in the junkyard and it is an amazing resource. The children get involved and they learn so much from it. SS suggested that staff from Alexandra go and visit.

3- To become a trauma and attachment aware school.

4- To develop leadership skills throughout the school.

5 – To streamline and develop out assessment practices.

6 – To improve pupil progress in core skills.

7- To restructure the leadership and development of the curriculum.

8- To streamline and develop our safeguarding practices. BN asked if there were any plans to use electronic forms to record safeguarding. PBB said Moorcroft use Behaviour Watch for recording safeguarding and health & safety incidents. From a safeguarding point of view, it is a very good recording system. All the Academy schools including Alexandra are looking into Behaviour Watch which costs £5000 per year.

BN said that using an electronic system will make it easier to spot trends which may get missed if we rely on paper records.

SG said she has used Behaviour Watch at Moorcroft and it is extremely useful. All staff use it to record information and incidents about pupils.

9 – To create a clear structure of whole-school CPD.

10- To promote Alexandra School values to pupils and families.

TR asked if the SDP is shared with staff. PBB said it is and it will also be shown to the Board of Trustees.

- **Item 2 – Budget** – Sudhi Pathak had provided the budget report 2017-18. Governors wanted a breakdown of the consultancy fee to Eden expenditure of £111,867. BN informed the governors that this sum is 6% of our budget and it covers cross academy costs including the salaries of central staff. All the academy schools pay 6% of their budget. He added that the figure of 6% is reviewed every year.

PH asked what the contingency plans were for 2 years' time when our reserves will

no longer cover annual excess of expenditure over income. PBB said there was no easy answer to this. The current budget does include the carry forward from 2016-17. PBB stated we will continue to look at all contracts and suppliers to ensure we are getting the best prices. The challenge for the budget is the balance between pupil numbers and staffing numbers. Staffing structures are reviewed regularly to ensure we are not over staffed. We may also consider increasing our top-up fees.

BN asked how many pupils had been confirmed for September. PBB said 73 are confirmed with potentially 3 more for reception/year 1. We will start September with 9 classes.

SG stated that she is hoping to set up a playgroup in Harrow which could feed into SEN schools.

- **Item 3 – Pupils** – We have 78 pupils on roll. One Year 3 child has moved to mainstream school. Another Year 4 child (who was being educated off site for health & safety reasons) has been offered a placement in Oxfordshire and will be taken off roll on Friday. Twenty Year 6 children will leave at the end of term with 17 moving onto Shaftesbury, 2 moving to schools in their own boroughs and 1 going to Kingsley High School.
- **Item 4 – Staffing** - Elena has gone on maternity leave. Kayleigh has left as her visa expired. Catherine is back. LMT will be used to provide 3 days of PPA cover next year due to budget constraints. Hannah Lawrence, Noorhan Abdul-Nabi, Chloe Frinton, Eve Saunders and Barbara Perdoni will be leaving us at the end of the term and Amelia Gledhill in October
Three new teachers have been recruited for September and we are also looking to recruit 3 LSA's.
- **Item 5 – End of Year Reports**– Once these are complete, they will be uploaded onto Fronter for Governors to read.
- **Item 6 – Dates** – The next LGB will Wednesday 11th October 2017.

ALL

SS reminded the meeting that we will need a new teacher governor from next term. PBB stated that 2 teachers have expressed an interest and this will go to a staff vote when we return in September. `

6. **Safeguarding** – (see report). 21 children have come to our attention this year. Either the school has received notification from the Local Authority or the school has referred the child onto Children's Services.
7. **Risk Register** – (see report)
8. **Update from Academy** – Governance. BN informed the governors that new DfE guidance on Governance for Multi Academy Trusts has been published and the Eden Academy needs to review its current governance structure. Susan Douglas and Barry have discussed the new structure with HoS's and Chairs of Governors.
 - BN said the scheme of delegation will not change under the new proposals. A new Members Board will consist of 5 individuals, 2 Trustees (Hardip Begal & Barry) and 3 other individuals. They will have overall control of the Eden Academy, including

- The achievement of company objectives
- The appointment or removal of trustees
- The amendment of articles

The board of Trustees are accountable to the Members Board. .

The Board of Directors will now be called Board of Trustees (BoT). Barry Nolan is Chair of Trustees. The Board of Trustees delegate certain responsibilities to Committees including the Finance, Asset Management, and Audit Committee..

BN stated that the DfE wants to bring clarity to the role of local governors. They want a dynamic/fluid group of people to support the HoS/Headteachers. The DfE want to change the narrative from ‘what are we doing about this?’ to ‘how can we support you in this?’

BN went on to say that at this level very little local governance happens: – it happens at Trust level.

There have also been some discussions around changing the name from Local Governing Body (LGB) to Local Advisory Board (LAB) which the academy wants to adopt. What individuals on the LAB’s call themselves will be down to individual LAB discretion.

The Local Advisory Boards’ role is to provide advice and support to an individual school within the Trust in order that it achieves its aims. The LABs are designed to enable key stakeholders to get involved in the life of the school and the academy, contribute to its development and promote the school within the community. Individual members of the LABs act as representatives for their school on the sub-committees of the Board of Trustees including the finance and asset management committees.

CH said the governor’s role is to support and challenge where necessary.

CH asked if we move away from challenge and focus on support, who will provide that challenge?

BN said the HoS’s are not accountable to the governors. PBB would be accountable to Jarlath O’Brien and he will be accountable to the BoT.

A long discussion took place around how the change of name from LGB to LAB would be perceived.

BN said that we will not be known as “governors” from September although under the Scheme of Delegation our role will be the same. He added that one of the requirements from the DfE on granting the 2 new Free Schools was to change the governance structure.

9. **AOB** – On behalf of the governors SS thanked Hannah and Mark for their time and commitment as governors and wished them success in the future.

Meeting finished at 9.00pm

Date and time of next meeting – Wednesday 11th October 2017

Signed... *Susan Stalley* Chair of Governors

Dated... *11th October 2017*