Minutes of the Academy Committee meeting held on 22\textsuperscript{nd} June 2016

Governors Present:  Angela Briggs (AB) Chair - Foundation Governor, Tracey Dowers (TD) – Staff Governor, Carrole Forde (CF) - Parent Governor, Fran Jenkins (FJ) Vice Chair – Foundation Governor, Peter Rayner (PR) – Foundation Governor, Michael Robarts (MS) – Foundation Governor, Adela Scigulinska (AS) – Foundation Governor and Clare Smith (CS) – Headteacher.

In Attendance:  Clare Powell (CP) – LA Clerk.

Quorate: The meeting was quorate

The meeting commenced at 6pm

<table>
<thead>
<tr>
<th>Minute</th>
<th>Action</th>
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<tbody>
<tr>
<td>1. Welcome and opening prayer</td>
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<tr>
<td>AB opened the meeting and thanked Academy Committee (AC) Members for</td>
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<tr>
<td>attending. The meeting opened with a prayer.</td>
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<td>2. Apologies</td>
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<td>Apologies had been received from Mary Cronin (MC) – Foundation Governor</td>
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<td>Dani Marsh (DM) – Staff Governor and Father Bill Wilton (FBW) –</td>
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<td>Foundation Governor.</td>
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<td>3. Academy Committee Procedural Matters</td>
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<tr>
<td>• Declarations of Interest: There were no declarations of interest.</td>
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<tr>
<td>• Notification of Changes to Contact Details:  No changes were notified.</td>
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<tr>
<td>4. Minutes of the meeting held on 24\textsuperscript{th} February 2016</td>
<td>CS</td>
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<tr>
<td>for adoption</td>
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<tr>
<td>The minutes of the meeting on 24\textsuperscript{th} February 2016 had</td>
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<tr>
<td>been circulated to Members in advance. There were agreed as an accurate</td>
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<tr>
<td>record of proceedings, signed by AB and taken by CS for filing.</td>
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<td>Matters Arising</td>
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<tr>
<td>On page 1/3 Governor profiles for the school website: Governors asked</td>
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<td>where to find the profiles on the website. CS confirmed that the</td>
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<tr>
<td>Governor page is live. It was reported that the Governor profiles are</td>
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<tr>
<td>there, but not the AC minutes. CS to check.</td>
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<tr>
<td>On page 2/4(i) Approval of minutes: The Clerk had amended the minutes</td>
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<td>of the AC meeting held on 25\textsuperscript{th} November 2015 as</td>
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<td>agreed at the last meeting. The amended minutes were signed by AB and</td>
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<td>taken by CS for filing.</td>
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<tr>
<td>On page 2/ Allocation of parish contributions to education: It was</td>
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| noted that this is an

Signature-Chair: ___________________________ Date: ___________________________
outstanding action for FBW to follow up with the Diocese.

On page 5/ Letter to the MAC: MR reported that he had not drafted a letter to the MAC following the Strategic Planning Meeting on 3rd March, as this had not be appropriate in the circumstances. It was noted that the outcomes of that meeting would be discussed under Item 7.

On page 5 / 10 Governor Hub: The Clerk noted that Governors had agreed at the last meeting to sign up for Governor Hub as part of the Traded Services arrangement with Oxfordshire County Council (OCC). She had checked and the relevant box had not been ticked on the form submitted to OCC. Governors confirmed their intention to sign up and the Clerk would confirm that decision with OCC and make the necessary arrangements for access to begin in September.

All other items would be dealt with later on the agenda.

5. Headteacher’s Report
The written Headteacher’s Report had been circulated to Members in advance. CS summarized the headlines:

- Spiritual Life of the School: The Living Museum Day will be held on 29th June and Governors are invited to attend. Pupils are putting a lot of work into the project and really enjoying meeting past pupils and staff. FJ added that Year 6 are very enthusiastic about the work they are doing.
- Attendance: the figure for the summer term is low at 94.62%, but due largely to outbreaks of both chicken pox and scarlet fever. AB asked if CS feels that the school is on top of attendance issues and CS confirmed that everything possible is being done. There is no identifiable trend to address.
- SEN: The increase in the number of children on the Register from 11 in the Autumn Term to 25 now can be explained by the fact that the new SENCo reviewed the Register at the beginning of the year in line with the new Code of Practice and removed a number of children as a result. Since then the SENCo has become more familiar with the individual cases and some of those pupils removed have now been put back on the Register. The number of Education Health Care Plans (EHCPs) in place is high at 8. There are 2 further applications for EHCPs underway. CS confirmed that the total number of children on the SEN Register and identified as vulnerable equates to approximately 25% of the total number on roll. MR asked whether this is average for a school of this size. CS noted that it is probably above average as a total, but looking at the SEN Register figures alone, the school falls within national parameters.
- Development Work (5.1): CS explained that St Hubert’s is an ‘outstanding’ Catholic school in Birmingham, with whom St Joseph’s were put in contact by the Diocese. She added that the original contact had been the result of the low numbers of Level 5s achieved by St Joseph’s in last year’s Key Stage 2 SATs. The bid for the equivalent of 14 days of support from St Hubert’s was successful and is proving beneficial. St Hubert’s a lead school in Maths Mastery and piloted the materials now being used by DM.
- Innovation/new legislation: CS explained that the changes to operation of the North Oxfordshire Schools Sports Partnership (NOSSP) would make no
difference to the school budget and the new arrangement will not cost the school any more than the previous one. The reasons for the changes were explained to Governors and it was noted that St Joseph’s made an agreement with 4 other schools in the Banbury Partnership to move quickly in order to secure a good coach. Shortlisting and interviewing has now been completed and Chris Pemble has been appointed to the group of 5 schools; St Joseph’s, St John’s, Hardwick, William Morris and Orchard Fields.

AB asked who will line manage the coach. CS reported that the Headteacher of Hardwick would take that role on behalf of the group of schools.

CS reminded Governors that the school will receive twice as much PE and Sports Premium funding next year, and there will be clear direction about how that money must be spent.

AB noted the need for Governors to produce an Annual Statement on the Impact of the PE and Sports Premium and asked whether the coach would do that. CS noted that this would not be part of the coach’s role and that he would focus on teaching and learning in PE. The Annual Statement will still be prepared by CS as previously, for review and adoption by Governors.

AB reported that pupils at St Joseph’s made specific mention of how much they enjoy PE during the Pupil Interviews she carried out with another Director of the MAC at Blessed George Napier (BGN), Holy Trinity (HT) and St Joseph’s. It was noted as evidence that the PE Premium has raised standards in PE teaching.

- Visits to school by Governors: CS noted that it is very good to have an accurate record of Governor visits to school and thanked everyone for completing the form each time they come in. It was noted that FBW’s regular visits also need to be recorded.

AB thanked CS for her comprehensive report.

Data

The Term 5 summative data had also been circulated to Governors in advance and was presented by CS. The key points highlighted were:

- The data covers Years 1, 3, 4 & 5. The results of SATs and teacher assessment are expected for Years 2 and 6.

- In Year 1 there are no children working below the level of the Year 1 curriculum. Since the end of Term 2 there has been a steady shift from ‘Emerging’ through ‘Developing’ and towards ‘Expected’. The target of 85% of pupils at ‘Expected’ by the end of the year is ambitious, but not impossible.

- By the end of the year, it will be possible to compare data with that of other schools and get an idea of how St Joseph’s is performing in terms of both progress and attainment.

- In Year 3 there are 4 – 5 pupils working below Year 3 expectations. 2 of these pupils have SEN and 2 are pupils with EAL who joined the school with no English. It was noted that those 2 EAL pupils have made good progress learning English and that progress in the other areas will come in time.

AB asked for clarification and 2 steps progress is not APS. CS confirmed that APS was the previously means of assessment and explained that a child should be at ‘Emerging’ at the start of the year and should make at least 2 steps progress to be at ‘Expected’. This would be ‘Good Progress’.

CS also explained that if a child starts the year working below their own age group...
and reaches ‘Mastering’, they can be moved up to ‘Emerging’ in their own age group.

- In Year 5 average progress looks much higher as a result of the lower starting point of that cohort.

AB reminded Governors that they need to be concerned with progress and should monitor the current Year 5 closely next year as they work towards their SATs. They will need to continue to make accelerated progress.

- CS reported that the final moderation meeting with the cluster schools (Hill View and Queensway) took place earlier in the week and feedback from staff was that the process is much easier now than it was at the first moderation meeting of the year. Teachers feel that they are using a common language of assessment and things have moved on very positively from the misunderstanding and anxiety of the first meeting.

AB reminded Governors that assessment was a key issue raised at the last Ofsted Inspection and there is now evidence of appropriate assessment and moderation in practice. This is a particular achievement in light of all the national changes to assessment made this year.

- MR noted that progress in Year 4 does not appear to be as good and asked what the reasons for this are and what will be done to address any issues. CS explained that Year 4 had a less experienced teacher at the beginning of the year, who left the school at Easter. The new teacher in Year 4 is experienced, but has had to pick up the new assessment process. To secure better progress for this cohort they will be taught by DM in Year 5, who has a proven track record of achieving accelerated progress.

AB reported that 2 good Newly Qualified Teachers (NQTs) have been employed for next year.

- CS reported that the Early Years have been externally moderated with positive outcomes. She noted that the current cohort is not as confident or able as last year’s cohort, so the percentage achieving a Good Level of Development (GLD) will be down on last year. However, it will be possible to show progress through the year.

- The Phonics screening has been completed in Years 1 and 2. The expected pass rate in Year 1 is around 66 – 67%, which will be down on last year’s pass rate of 77%. Of the pupils in Year 2 who had to retake the screening test this year, all but one passed.

- Year 2 have done well in the SATs. Moderation has been done and all the teacher judgements were agreed.

- Year 6 completed the SATs and worked hard. The new benchmark figure is not yet known. CS explained that the number of children who make the national average in writing will certainly be lower than last year as a result of the changes to the national curriculum and the emphasis on grammar and spelling. She noted that using the old system, 92% of this Year 6 cohort would have achieved an old Level 4 in writing and there would have been several at Level 5.

- CS reported a possible 48% at ‘Expected’, but reminded Governors that this will need to be viewed in line with the national picture and since all schools
have been faced with the same challenging changes to the national curriculum, may look okay in the overall scheme of things. AB noted that the Reading paper was also very difficult, and has been the subject of national debate.

CS explained that the teaching of Spelling, Punctuation and Grammar (SPAG) has been discussed with the staff team and is being reviewed throughout the school. A teaching programme for SPAG (along similar lines as the programme used for Maths) is being sought. The ‘No Nonsense Spelling and Grammar’ programme is being looked at alongside the programme developed by St Hubert’s.

School Improvement Plan
CS had circulated the summary SEF to Governors in advance of the meeting and explained that this is based on a template used by St Hubert’s and has been updated since the recent Senior Leadership Team (SLT) meeting.

AB asked how Governors can contribute to the SIP.
CS noted that this document needs to remain as a summary, but should reflect the Academy Committee. She suggested that this should be done within the Leadership and Management section, with one or two key development points for the AC.

AB suggested that the one possible area could be specific contact across the MAC schools that has a direct impact on pupils and gave skills sharing as an example.
CS noted that the SENCos and Maths Leads do meet and share good practice.

AB thanked CS and the SLT for all their hard work.

6. Leadership Impact Reports
AB tabled a pack of documents for each Governor, including the Leadership Impact Reports. She apologized for the amount of paperwork sent out before the meeting, but explained that the aim is to gather all the evidence at the end of the school year to demonstrate the impact the Academy Committee has had and the shared responsibility between the Members. It was noted that all Governors now have the same information, which can be used to prepare for a meeting with Ofsted Inspectors.

Governors agreed that the reports were worth doing and agreed to repeat them annually.
CS suggested that it would be worthwhile trying to tie them in with the Governor monitoring schedule and this was agreed.
AB asked which reports would be required annually and it was discussed and agreed that the following areas should be covered;
- SEN
- Safeguarding
- Health and Safety
- Spiritual, Moral, Vocational, Social and Cultural (SMVSC)
- Pupil Premium

AB suggested adding one on English, Maths and ICT and TD noted that when the SATs results are published would be a good time to evaluation impact in these areas.

Governors agreed to ratify all the Leadership Impact Reports for 2015 / 2016.
AB thanked everyone for all their hard work on the reports and throughout the year.

7. MAC / Board of Directors Report
AB thanked Members for attending the Strategic Plan Meeting with Directors on 3rd March and noted the good turnout from St Joseph’s.

The outcomes of the meeting were discussed and it was noted that as yet, nothing specific has happened as a result. The aim of the meeting was discussed and it was agreed that it had been meant as a forum for AC Members to contribute to the ongoing discussion about the key priorities of the MAC.

AB reported that the Finance meeting the previous evening had discussed how to move forward. She explained that the Directors meet three times per year and reported that there will be some discussion about the number of meetings if there is a feeling that this could improve communication.

It was reported that MR has now been appointed as a Director and will sit on the Finance Committee. CS added that there are monthly Headteachers’ meetings and agreed to raise the issue of the frequency of Directors’ meetings at the one next week. AB also noted that she would like to propose Directors’ visits to the MAC schools and added that the Pupil Interviews had been very valuable.

AB asked other Governors for their feedback on the Strategic Plan Meeting. PR reported that it had been useful to find out that similar practices are shared across the schools. FJ added that it had been interesting to meet other people within the MAC and to put faces to names.

8. Committee Reports
Finance Committee Report: The Finance report and budget figures had been circulated to Members in advance, including an updated version of the latest management report. MR noted that the figures are broadly in line with the forecast. He then explained that the predicted deficit is now £14,000 less than previously forecast, due partly to the extra income from SEN funding and the PE and Sports Premium.

Capital reserves were discussed and CS confirmed that the planned ICT spend will be about £8,000. She noted that the quotations have been reviewed and the interactive whiteboards should be in place for September.

Review of Payroll Costs
MR reminded Governors if the query he raised at the last meeting with regard to increased payroll costs and noted that following discussion with CS, this had been clarified as being due to the new SENCo post, which was not in last year’s budget. MR explained that at the end of year, the school will have about £128,000 in reserves and that due to the reduced deficit that would last longer than previously expected.

He explained that the forecast deficit for next year was £60,000, which will mean that the reserves will run out after 3 years. The Finance Committee had discussed ways to make savings in anticipation of that and had come with 2 suggestions;

1. To review Teaching Assistant (TA) hours
2. To increase the number of children entering the Early Years.

With the savings predicted from these measures, it would be possible to reduce the annual deficit from £60,000 to £20,000 and make the reserves last 6 rather than 3 years.
MR noted frustration that the Finance Committee minutes had not been taken into account and the new budget produced does not include these suggested measures to reduce the deficit. However, in spite of that the deficit has been reduced to £23,000. MR highlighted the need for better lines of communication. CS noted that the budget can be reviewed again in September.

It was noted that a saving of 40% on catering had been made and thanks were offered to Michele O'Donoghue for brokering that.

MR reminded Governors that the outcomes of the national consultation on a Fairer Funding Formula for schools could have a positive impact on the budget for St Joseph’s.

**Governors agreed to approve the budget for 2016 / 2017.**

The proposed measures for making savings were then discussed in more detail.

1. AB reiterated that there is no plan to reduce or lose TAs and that the staff are highly valued. CS explained that this would involve a consultation process to find out if any TAs want to reduce their hours. MR added that he had met with Paul Concannon, who had given him a personal assurance that the MAT have no intention of cutting staffing.

2. The need to fill Nursery places, especially in the afternoons was noted as generate income. Governors asked whether the school could offer full time places in Nursery and this was confirmed by CS. The need to communicate this to parents as soon as possible was identified and ways of marketing the provision most effectively were discussed. TD highlighted the need to ensure that parents are aware of the costs. The funding arrangements were explained and AS suggested that the school could offer the 15 hours funded allocation in the morning sessions and parents would pay directly for the afternoon sessions.

**Consideration of a Parent Contribution Scheme**

AS reported that she has discussed this issue with other parents and the general feedback is that they would be willing to contribute if it was made a requirement for all parents. They would not be willing to subsidise others. CS reminded Governors that the contribution would be used to buy new equipment. AB reported that BGN and HT both operate a parent contribution scheme. FJ added that the contribution is requested from parents of Year 7 pupils and there are plenty of payment options available.

TD explained that historically there was a scheme where parents of children under 5 years old made a contribution based on them starting school early. AB proposed that the letter used by BGN be copied and sent out. She added that it would be a good idea to include a termly update in the school newsletter on what the money from parent contributions has been used for.

It was agreed that the letter should come from the school and AS agreed to liaise with CS on the wording.

MR also reported CS’s proposal regarding the Universal Free School Meals whereby parents would have to opt-out. It was noted that a letter about this will be sent to all Key Stage 1 and Early Years parents.

**Bank Account**

MS told Governors that there is a proposal from the MAT that the three schools share one bank account. He noted the need to discuss the safeguards that would need to be in place, but suggested that it could offer a good opportunity to work more closely with...
the other schools. It was discussed and agreed that MR would talk to Mary Shurrock about the proposal in more detail.

**Ethos, Curriculum and Standards Committee Meeting Report:** The minutes of the meeting held on 13\textsuperscript{th} April 2016 had been circulated to Members in advance. TD noted the valuable feedback received from the PE Coordinator. There were no questions raised and Governors agreed to accept the minutes of the meeting.

9. Member Monitoring Updates
AB thanked Members for submitting their written reports in advance.

**Health and Safety (PR):** PR noted an issue with scooters and bikes in the playground at the end of the school and day and agreed to discuss it with CS.

**Safeguarding (CF):** CF noted that there have been 2 more referrals to MASH. CS explained that MASH is the Multi Agency Safeguarding Hub, which offers a sort of Safeguarding ‘triage’ service.

**SEND (FJ):** FJ thanked the SENCo for all her input this year and noted that SEND is now much more integrated.

**SMVSC (AS):** AS explained that she had seen evidence for each aspect covered in her report and had nothing to add.

CS noted that training for staff around awareness of different cultures is in the planning stages and will aim to cover all the cultures represented in the school. The meeting of the Parent Representatives in July will review this aspect of school life.

**Pupil Premium (MC):** MC was thanked for her comprehensive report.

10. Member Training and Development Updates
CS noted that she had attended the recent Ofsted training with MC. She suggested that St Joseph’s could link with St Hubert’s on training in the future.

CF reported that she has completed Designated Safeguarding Lead training.

CS reminded Governors to complete the online Prevent training at [http://course.ncalt.com/Channel_General_Awareness](http://course.ncalt.com/Channel_General_Awareness) and to email her when they have completed it.

11. Staff Well-Being
TD reported that staff are tired, but happy overall.

12. What have we done in this meeting that will have impact on outcomes for pupils?
- Members have reviewed the management accounts and identified potential areas where savings could be made.
- Members have approved plans for capital spending on ICT that will support teaching and learning for pupils.
- Members have gained a greater understanding of the partnerships the school is involved in for the greater benefit of its pupils.
- Members have understood the value of the school being outward looking.
- Members have understood how school leaders are thinking strategically about ways of improving teaching and learning in Spelling, Punctuation and Grammar.

13. Date of the Next Full Academy Committee Meeting

**Signature-Chair:** ___________________________  
**Date:** ___________________________  

St. Joseph’s Primary School Academy Cmtee Mins 22/06/16
This was confirmed as 13th July at 2pm.
The dates of Academy Committee meetings in 2016 – 2017 were agreed as;
- 5th October
- 30th November
- 1st March
- 14th June
- 12th July
The first four meetings would all be Wednesdays at 6 – 8pm.

14. AOB
CS reported that the Reception teacher on maternity has had a baby girl named Edith Rose.

The meeting closed at 8.05pm.

Minutes completed by CP on 26/06/16