



Minutes of a Meeting of the Local Governing Committee of saltash.net Community School held at the School on Monday 10th December 2018 at 5.30pm

Present: Kate Littledyke – Headteacher
Kate Waghorn – Chair
Paul Atkinson
Sharon Buckingham
Peter Castell
Dave Garland
Mark Kelly
Kerry Leslie
Sarah Moss
Lucy Sayer
David Yates

Absent: Margaret Butfield
Sam Gardner
Rachel Tobin

In Attendance: Jo Lombard, CFO SMART
Naomi Jones, Finance Manager
Linda Griffin, Deputy Headteacher
Nichole Sanders, Deputy Headteacher
Kate Williams, Clerk to the Governors
Debbie Stoneman, Clerk to Trust Board

To provide evidence of challenge, these questions are highlighted in the minutes.

23. **Welcome**
The Chair said a few kind words for Debbie Stoneman who is retiring and thanked her for the many years of service. She wished her well for the future. The Chair welcomed the newly appointed Parent Governor, Sharon Buckingham and the new Clerk, Kate Williams. Everyone introduced themselves.
24. **Evacuation procedure**
The route to exit the building in the event of an emergency was explained.
25. **Declaration of Business or Pecuniary Interest and Academy-related parties - update on any changes since completion of written declaration**
Related Parties Declaration forms were distributed to the governors and it was requested that these are completed and returned to the Clerk.
26. **Apologies for Absence**
Apologies were received and accepted from Mrs Butfield, Mrs Gardner and Mrs Tobin. Mrs Butfield had sent her apologies to the Chair and has indicated that she may resign due to work commitments.
27. **Approval of minutes of meeting held on 25th September 2018**
The minutes of the meeting held on 25th September 2018 were taken as read, accepted and signed by the chair as a true and accurate record of the proceedings.

28. **Matters Arising not on this agenda and action summary**
Contracts for Catering and for Cleaning – Ms Littledyke advised that both of these tenders will be SMART tenders and to be sent in the New Year.
Lock Down Procedure – The policy has been written and will be presented to the Local Governing Committee in the New Year. The practical logistics are still to be finalised and were outlined.
M8 Headteacher Appointments – Karen Ball has been appointed as the Headteacher at Landulph. Ms Littledyke and Mrs Waghorn have been involved in the interview process. The Acting Headteacher Scott Yalden has successfully been appointed as the Headteacher at Looe Community Academy. New deputies at both Liskeard and Dobwalls have also been appointed.
M7 Matters Arising:
M115 Governor Vacancies – Sharon Buckingham has been appointed as Parent Governor.
Keeping Children Safe in Education – Those governors who had not responded would be contacted. Clerk to contact governors.

Action: Clerk

29. **Budget**
The reports had been circulated in advance of the meeting and Naomi Jones summarised the report:
- a) The 2% Teachers' pay increase was budgeted for and because of this and the number of UPS teachers, the position is looking more favourable. There has been a delay in teachers' pension contribution. And once more information is known, there will be an update.
 - b) A new lettings tariff is to be introduced and also a new lettings policy.
 - c) Mini buses are to be replaced and this has been included in the budget.
 - d) School Condition Allocation funding – The bidding process will be commenced after Christmas. The funding will be based on the outcomes of the Condition Surveys. Mrs Lumbard explained that once the urgent issues have been allocated funds, all the schools will be able to bid for the remaining funds.
 - e) Healthy Pupil Capital Fund – Mrs Lumbard advised that the allocation for the Healthy Pupil Capital Fund is only £44k for the whole trust and is paid directly to SMART. The Capital fund for the whole Trust is £450K. **A governor asked how the funds would be allocated and who makes this decision.** Mrs Lumbard explained that the bids would be analysed and taken to the Resources Committee. She noted that the process would be fair and transparent. Schools would receive feedback if they are not successful.
 - f) **A governor asked about the reserve dropping year on year** and at the Finance Link meeting, it was noted that following the audit it had been recommended that reserves of 8% are required. It was asked if the top slice would be increased because of this. Mrs Lumbard advised that a further meeting with the auditors had taken place and that there was a difference of views. It was advised that the top slice will not increase. A governor commented about the Local Government's policy on reserves. **A governor asked how the figure of 4% had been determined** and this amount had been decided as a standard amount and was written in to the policy. Mrs Lumbard noted that 6 months' worth of reserves would be a huge amount of money to keep in reserve.
 - g) **A governor asked about the future projected deficit.** Mrs Jones explained that the teachers' pay grant and the net increase of £105K will be carried forward and will remove the in-year deficit. A governor commented that budgeting is difficult to do. Decisions from the government are still waiting to be published and the 2019 pay increases will need a response from the STRB (Standard Teacher Review Body) review board by May 2019. It has been advised to make a similar provision in the budget as this year.

- h) It was noted that TLR (Teaching Learning Responsibilities') pay is protected for 3 years and **a governor asked about the impact of this**. The 5-year projection is based on the current staffing cohort and may significantly change. The deficit was reduced because of this. Ms Littledyke advised the governors that the school is currently oversubscribed for applications for Year 7 admissions in September.
- i) A governor asked why there is a decrease of students on roll and Ms Littledyke explained the reduction in numbers is due to the drop in projected Sixth Form numbers.

Mrs Lumbard and Mrs Jones were thanked for attending and they left the meeting at 18.07

30. **SMART Update**

New Director Appointments

The Chair advised that Caleb Stevens is the newly appointed Community Director and will be visiting the school next week. He lives in Okehampton and has experience within multiple organisations, covering a variety of different public sectors including Education, Health and Criminal Justice, alongside working within the Third Sector

Jamie Crisp is the newly appointed Learning Director. He is currently Acting Head of Duchy College Stoke Climsland and Curriculum Lead for Public Services and Sport. He previously had a career in the military.

31. **Ofsted**

Letter and action plan were circulated in advance of the meeting. From this:

- a) The Ofsted inspector, Andrew Lovett, was friendly and challenging during his one-day visit. Some issues were identified and need addressing.
- b) Secondary Partnership Project – Ms Littledyke advised that she has been partnered with Rachel Hutchinson, Headteacher at Ivybridge. This is a 2-year project with the aim of moving schools forward. The partnership will look at ways to build the Senior Leadership Team capacity.
- c) The Project will benefit both schools and each school will be visited. The document circulated has identified several areas of concern. Mrs Griffin advised that high ability disadvantaged students will be selected as a focus.
- d) Middle leaders need to drive forward the classroom practices and develop confidence to move forward. Mr Buckley has agreed to a temporary Assistant Headteacher appointment for two terms to drive forward the action plan. Systems and processes will need to be in place to monitor and assess.
- e) It was noted that the school have a year to turn things around. The 199 students in the Year 11 cohort is causing some concerns and some of the issues were outlined. An attainment tracker is being used and strategies need to be in place to improve outcomes.
- g) **A governor asked about interventions** and it was discussed that some students may need to be withdrawn from some lesson and the complexities of this were explained. Better outcomes were deemed to be the most important factor. **A governor asked about progress in English Literature** and Ms Littledyke advised that it is low. The decision to not enter Year 10 for GCSE literature, as in the past, has already been made. This was done to reduce the workload in Year 11 but had a significant effect on progress score.
- h) The PiXL Wave data was published today. It is a good way to bench mark against other schools. The schools' Pixel representative has been brilliant and has provided various resources and this has been considered a good use of funds. **A governor asked about the**

expectation of being an outstanding school from the secondary initiative and was advised that this is not the expectation. The Partnership project is seen as an opportunity and a form of support for Ms Littleddyke as a new Headteacher. The Regional Schools Commissioner invited Ms Littleddyke to partner with a school. This is a two-way partnership and will develop colleagues by sharing good practice.

- i) Interviews for the Assistant Headteacher appointment are scheduled this week.
- j) **A governor asked about Middle Leaders and what is being done to raise standards.** Training and monitoring are the planned strategies to tackle this. The 'Improvement for All' consultant will be providing support.
- k) **A governor asked about bullying and is this in the action plan.** Ms Littleddyke advised that the CEO would like the schools to join an anti-bullying initiative. Ms Littleddyke advised what has been identified to date.
Ms Littleddyke advised that there have been two positive posts on social media regarding the school's procedures for dealing with bullying. It has been identified that the alleged victims' family need to be kept in the loop for a more positive outcome. The Community Café is held each week after school. **A governor asked if the use of the cafe could be promoted at parents' evening** this week and was advised that it is being advertised in the community news. A governor asked for the link to the website to be circulated by Ms Littleddyke
Action: K Littleddyke
- l) Comments on social media have been addressed in the Home School Agreement and this is circulated at different points in the year to parents and the new Year 7's have not received this yet. It was felt that it was more important to focus on the children than to get involved in social media outbursts. Some of the sixth form students were particularly cross about comments made but were advised not to reply to them by Ms Littleddyke. Avenues are being kept open for parents to voice concerns and Matt Oakes is dealing with this.
- m) Book trawls were conducted by Ofsted and found that there were inconsistencies. A new quality assurance document will be sent to Heads of Department. There has been a slight delay with this document due to union involvement but all the union requirements have been met and exceeded. The Senior Leadership Team will have more involvement on a weekly basis.
- n) The books had been labelled in ability of student and the level of challenge was not consistent. Increase rigour in checking will increase expectation and have a positive impact. **A governor asked about feedback for the staff involved.** It will be looked at as a department and individually. Ms Sanders advised that work is being done with the Primary schools to determine students' capabilities and share good practice.
- o) The level of attendance overall has been improved but not the Pupil Premium students. Ms Littleddyke advised that the free school meal students have been identified and have been approached to try and identify the issues. There will then be strategies put in place to support these students.
- p) support these students.
- q) Behaviour – The new Behaviour policy is on the agenda.
- r) It was noted that the governors' packs for the Ofsted inspection were extremely useful. Thank you to Mrs Griffin for compiling these.

32. **Governor Links including Young Carers**

A document was distributed to the governors. It was noted that this is a draft version. Governors were given time to review the information before the discussion.

Mrs Moss noted that her role has changed. It was commented that this was a good change. **A governor asked if meetings with the school should be scheduled soon** but was advised to wait until the document and roles had been reviewed further. All Link Governors are in line with the role of the Link Directors who have termly Link meetings. Governors have been allocated links relating to their strengths. The information from the Headteacher reports can be used for the visits.

A governor asked for clarification on Link meetings and their purpose. It was requested that governors liaise with the other governors when planning meetings to ensure that the leadership team is not overburdened. A Careers linked governor was felt to be important role and there was a discussion about the member of staff linked to careers; this was clarified.

Mr Garland left the meeting at 19.03

An amended version would be circulated together with the revised diagram showing the revised committee structure. Governors were asked to send their comments to Mrs Waghorn.

Action: The Clerk

Mrs Sayer left the meeting at 19.05

33. **Report on Autumn Reviews – Headteacher**

The written summary was circulated in advance of the meeting. From this:

- a) PE was partly reviewed, but was interrupted by the Ofsted call. Media was not scheduled as it was not an area of concern and the Head of Department had some challenging personal issues
- b) Strengths and areas of development have been identified. Mrs Griffin advised that there is not enough focus at Key Stage 3 and Middle Leaders have been requested to review further. Minutes of all the meetings have been sent to the Chair and to the governors that attended the review.
- c) Key Stage 5 needs further work on exam technique. It has been difficult to identify this. Monitoring was found to be a key point as it is not always being completed. It was felt closer monitoring is required.
- d) The departments which are causing most concern are: Key Stage 3 English and Maths and these will have impact on Key Stage 4. A traffic light system has been used previously and it was discussed that this would be difficult to use currently as there are different areas which need improving across the school. Variables keep changing and this causes difficulties.
- e) It has been suggested that staff join the awarding bodies as exam markers. It was discussed that could be completed MAT (Multi Academy Trust) wide and training could be in-house rather than travelling which incurs costs. The costs of travelling are impacting budgets. The school has hosted a recent course and there is opportunity to host further courses. It was discussed that the MAT should move towards using the same examining board and this would be useful for the MAT in terms of moderation. The exam marking courses are not scheduled until May 2019 so qualification will always be a year behind.
- f) **A governor felt the review process was rigorous but asked how frequently this should be completed.** Ms Littledyke advised that the issues identified are followed up in fortnightly review meetings. **A governor asked about the available information** and it was noted that progress data will be looked at in more detail next year and will be used to make it easier to compare. It was asked if the Learning Director is data driven.

- g) It was noted that the reports prepared for the reviews were easier to use and to identify issues.

34. **Peer Review – Verbal update**

Ms Littledyke advised that there had not been a recent formal Peer Review due to the Ofsted visit. She had therefore requested guidance and support on SEND. This was beneficial and there has been support provided. The SMART Primary Headteachers worked with the Head of English and Maths during the Peer Review Day.

On a separate occasion, the Deputy Headteacher of St Stephens attended to help with Year 7 curriculum.

35. **Safeguarding**

There has been a verbal update from Mr Skelton which Ms Littledyke read out. Ofsted were happy with the schools safeguarding practice but expressed concern about the data management.

A data management system had been purchased and since it has been in use a total of 1062 incidents have been logged. 667 of the logged incidents have a safeguarding dimension which is dealt with by three staff members. Over 100 red forms have been completed and 6 of those, it has been felt that these are not suitable to be dealt with in-house.

Mike Allen is adjusting the system to ensure that it is less labour intensive. Ms Littledyke meets with Mr Skelton to discuss the open cases. Livewire is offering support and the school will have a clinical associate psychologist visiting who is a CAMHS worker provided by the NHS.

Four students are on Child Protection Plans. There are 12 students on a Child In Need or Care Plan and 3 students are undergoing Social Care Assessments. Safeguarding refresher training is being undertaken by staff.

It was discussed that the traffic lighting system is being used on the S157 document and is being reviewed across the MAT. WRAP training is being offered at Looe Community Academy. It was noted that there is a mental health crisis. External support is being offered and accepted.

A governor asked about the range and level of safeguarding issues. This was clarified by the Senior Leadership Team. Social Services have identified that Saltash have a significant number of students with issues which has arisen from local schools being unable to take certain categories of students due to their Ofsted status. The remit of staff dealing with this were outlined.

A governor asked about the increase of mental health issues and it was commented that social media has not helped. The introduction of the mobile phone ban has gone well and students were relieved that pressure had been removed.

A governor asked about early mornings and the students which arrive at the school early. These students are supposed to convene in the canteen but this does not always happen. It was discussed there could be two designated areas, the canteen and also the Year 10 area. Mrs Moss offered to patrol the school at 7.15 when she arrives.

Drop-ins have been used to help support staff with ongoing issues. There are also series of CPD opportunities.

36. **Policies**

SMART Safeguarding Policy - (please note this policy was ratified by the SMART Board meeting in October 2018) – Mrs Waghorn outlined the policy process: The policies are sent to the Local Governing Committee for review and then the Trust Board for final approval. This policy was adopted quickly due to the impending Ofsted visit. The governor links have been updated.

It was noted that some apostrophes are missing. Page 26 and 27. The Local Governors agreed to adopt this policy.

Action: R Yelland

Careers Access Statement – This will need to be published on the school website. The approval of the policy will need to be changed to “approved by Local Governing Committee 10.12.2018”. Spellings need to be checked. Updated version to be added to website. Mrs Waghorn will check.

Action: K Waghorn

Behaviour Policy – This policy was discussed during the Peer Review day. It was agreed during this review that there should be a SMART policy and school policy. The two policies have been amalgamated and reflects the needs of the school. Pages need to be numbered. The rigour on behaviour has been tightened to improve behaviour across the school. The SIG (School Improvement Group) meets 9 times per year. The SIG is going to focus on the praise element. Every classroom has a laminated poster which shows the three levels of warning as explained in the policy. Staff and students are clear on what is expected. There has been an increase in praise given to students and 27,000 team points have been awarded. This system has been built around the growth mind-set model.

There are some additions to make on the policy which have been introduced since the policy was written. Saltash.net needs to be added to the front of the policy.

It was noted that the change of the school’s name has been approved but will not be implemented until September 2019.

A governor asked if there are patterns of particular form groups behaviour. Ms Littledyke advised that if there is behaviour identified in form groups, the students are split up. If there are high levels of students misbehaving in certain classes, this will be reviewed by Senior Leadership Team.

A governor asked about Local Governors receiving information regarding behaviour and it was advised that this will be included in the Headteacher’s report. Consistency was still an issue as is student perception.

Behaviour reviews will be added to the agenda in January.

Action: Clerk

37. **Governor Training**

NGA (National Governance Association) courses completed by governors;
Key functions of the Governing Body – D Garland, R Tobin
Ofsted Inspections of Schools – S Gardner
The Governors Role in School Improvement – R Tobin
Getting it Right as a Staff Governor – S Moss
Safer recruitment – S Gardner

It was noted that those that had undertaken the training felt it was useful.

38. **Link meetings with Directors**

Chairs Forum 30-10-2018

Mrs Stoneman advised that she will be giving SMART Governor Induction training which will be held in the evenings. All will be welcome to attend.

Safeguarding 08-11-2018

Topics covered in this meeting included: Safeguarding policy, holding Designated Safeguarding Lead’s to account and what questions to ask. There has been good feedback from the governors that attended.

Finance 15-11-2018

The Clerk outlined this meeting and advised that it was an informal meeting with the Finance Director. It was a useful meeting and the Local Governors were all experienced in Finance.

Premises 20-11-2018

The Health Safety and Premises Link Governor advised that the topics discussed were: standardisation of checklists across the MAT, the possible use of same suppliers, problems and issues were discussed. He reported that he felt it was helpful.

SEND 29-11-2018

Cancelled

Updated calendar to be circulated by the Clerk

Action: Clerk

Mr Atkinson left the meeting at 20.17

39. Reports from Governor’s Visits

Mrs Gardner has completed a Pupil Premium visit with Mrs Griffin and submitted the report. The completed SEND visit to be finalised and circulated for the next meeting.

Action: Clerk

It was noted by a governor that the calendar is no longer on the school website and this causes scheduling problems for parents. Mrs Griffin advised that she has started this project but not managed to complete it due to capacity.

40. Summary of Matters for Trust Board

Nothing to note

41. Report from Chair

- a) Housekeeping – Please can emails to either of the three Kate’s be addresses as: Kate Wa, Kate Li and Kate Wi. Please be consistent to save confusion.
- b) Code of conduct – Please could the governors sign it, if not completed already. Mrs Stoneman will send to Mrs Buckingham. Social Media use has been added to this document.

42. Confirm Date and Time of Future Meetings;

Tuesday 29th January, Monday 25th March, Wednesday 15th May and Thursday 11th July 2019 all at 5.30pm

Mrs Stoneman thanked the governors for their hard work and dedication and her gifts.

The Chair thanked governors for attending.

The meeting closed at 20.27

Apologies from Peter Castell for 29th January 2019.

ACTIONS SUMMARY

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28. Matters Arising not on this agenda and action summary Keeping Children Safe in Education – Those governors who had not responded would be contacted. Clerk to contact governors.	Clerk
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