

GLADSTONE PRIMARY ACADEMY
Minutes of Local Governing Body Meeting on
Thursday 12 July at 4pm
in the Gladstone Street Site

Attendees:

John Turner (Chair)	(JTU)	Simon Martin	(SMa)
Julie Taylor	(JTa)	Ifrat Jawaid	(IJa)
Donna Augustine	(DAu)	Amy Ludman	(ALu)
Gary Moore	(GMo)	Paul Fountain	(PFo)
Meg Waters	(MWa)		
Reta Suali	(RSu)		

In Attendance:

Tara Gargiulo (Minutes)	(TGa)
Libby Porter – Y6 Lead	(LPo)
Laura Wales – EYFS Lead	(LWa)
Ben Wilson – Y1 Lead	(BWi)

All papers had been circulated and were taken as read

Item No.	Minutes	Action
LBG/18.044	<p>WELCOME AND APOLOGIES</p> <ul style="list-style-type: none"> Apologies had been received from Ansar Ali, Sukaina Manji and Rakhsar Shabir. 	
LGB/18.045	<p>DECLARATIONS OF INTEREST</p> <ul style="list-style-type: none"> None were declared. 	
LGB/18.046	<p>MINUTES OF PREVIOUS MEETING</p> <ul style="list-style-type: none"> The minutes of the meeting dated 17 May 2018 were agreed as a true and accurate record. The minutes were signed by the Chair. 	

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Date:

LGB/18.047	<p>MATTERS ARISING</p> <ul style="list-style-type: none"> 17.05.18 – Curriculum Plan - ADy to bring KPIs to a future meeting and feedback on parent launch. 	ADy/IJa
LGB/18.048	<p>PROGRESS AND PERFORMANCE</p> <ul style="list-style-type: none"> SMA had invited leaders responsible for appropriate year groups to attend and discuss the recent results. The results from EYFS, Phonics and SATS were discussed at length. JTa questioned if there was any data on summer born children. LWa highlighted the differences in result as spread out by season born; autumn 60%, spring 52% and summer 33% GLD. ACTION: LWa to provide the group with the proportion of summer born children. BWi updated the group on the plan for Y1 and the close tracking in place. JTa questioned what proportion were EAL. BWi responded that 45% achieved GLD (lower than overall cohort). JTa stated more specific data was required as there were various splits within EAL as it is important to realise that GPA is not a typical school. ACTION <u>POST MEETING NOTE: BWi confirmed that of the 12 children joined Year 1 since January, 8 of them were new to the country with no English language at all.</u> <p>Phonics</p> <ul style="list-style-type: none"> JTa questioned if BWi was confident in the quality of teaching? BWi confirmed that a recent external review has highlighted that it was easy to distinguish the TAs from the Teachers and he was confident in the quality of teaching. JTa questioned if BWi thought the tracking has been good enough? BWi stated that the tracking has been forensically examined and followed. Forensic data analysis only started in January and progress is most marked since then. ACTION: This tracking to be shared to the wider teams. JTa questioned if GPA were tapping into opportunities across the Trust, e.g. moderating. BWi responded that moderation at a local school had been carried out. Going forward, he will be using Trust schools more. <p>Y2 Results</p> <ul style="list-style-type: none"> JTa questioned if there was any evidence to suggest whether the rigorous checking in Peterborough has been mimicked in other county schools. SMA reported he has been in contact with one of the other Trust schools in Cambridgeshire, where during moderation marks were more generously awarded than in Peterborough. 	<p>LWa</p> <p>BWi</p> <p>BWi</p>

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	<ul style="list-style-type: none"> • JTa requested that ALu prepare a business case for JTa to challenge the local authority on the inconsistent scoring parameters. ACTION • SMA stated as a Governing Body there needed to be the confident that GPA were not the same position next year. It was suggested a Sub-Committee be created to meet for an hour before each LGB to scrutinise Year 2 data to check current status and evidence of work completed and next steps. This was agreed by the Group. ACTION: MWa and JTa to form the Sub-Committee and feedback at each LGB meeting. • SMA would like the Academy to volunteer for moderation next year. <p>SATS Y6</p> <ul style="list-style-type: none"> • PFo reported that movement only need 3 children to go from B1 to B2 to be at national. ACTION: JTa stated that this would become objective targets for teachers for performance management purposes. • JTa questioned if teachers would be challenged at staff meetings? It was confirmed it would be. • JTu questioned when the recheck results would be in. IJa responded that this has not yet been confirmed. • PFo reported he has found at least one child incorrectly marked. • JTa thanked the teachers for their hard work which was appreciated and she felt the children were well served by them. 	<p>ALu</p> <p>JTa/MWa</p> <p>SMA</p>
LGB/18.049	<p>GDPR</p> <ul style="list-style-type: none"> • PFo updated that GDPR was an enhancement of current data laws. The key message is, if the data is not needed, it should not be held. • Key changes to the legislation are about protecting the rights of the individual and that the data belongs to the owner. GPA has a responsibility to protect that data. • Actions undertaken to date include staff briefings and a data mapping exercise in case of a data breach or a single access request. Any individual can request to receive any information held on them. There is 30 days to turn the request around. • Any breaches must be reported within 72 hours. Breaches will occur, but it will be whether the risk been sufficiently minimised, could it have been foreseen and were systems in place reasonable? • Through the Trust, GPA is doing everything it needs to do in order to be compliant. 	
LGB/18.050	<p>TEACHING STANDARDS</p> <ul style="list-style-type: none"> • ALu summarised the paper. • ALu is keen to get more staff using Iris next year. 	

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	<ul style="list-style-type: none"> • JTu questioned if there is enough equipment? ALu stated that there is one across both sites, ALu was looking to allocate to a year per day of the week. • Where improvement in practice is needed, Iris has been successfully used. • Going forward ALu will be checking the quality of teaching earlier in the year, right from September. • SMA was keen for more regular monitoring. IJa and ALu would be undertaking learning walks more often which would inform the accuracy of quality of teaching going forward. • JTa expressed that confidence in the consistency is key. Leaders need to be clear that children are getting the same experience no matter which class they are in. QA of the QA to be tightened. Need to ensure appropriate challenge at all levels. 	
LGB/18.051	<p>ADMISSIONS POLICY</p> <ul style="list-style-type: none"> • SMA introduced the draft policy for approval in GPA becoming its own admissions authority in September, which is currently managed by the local authority. • The Trust has delegated authority to become its own admissions authority. • The plan is not to restrict admissions but to ensure the children who want to come to Gladstone can come to Gladstone and therefore, avoid churn. • To change the conditions, the consulting window is Sept to Jan. For this year, conditions mimic local authority policy, Sam Surtees who oversees admissions has checked and approved the policy. • JTu questioned 5.1 regarding children with a statement. It was confirmed that schools are named in statements based on their catchment area from the local authority. • JTu questioned 5.6 – is a sentence required on why? SMA stated that that GPA are currently in the process of the preschool joining the Trust. • RSu questioned if this would reduce the amount of children who would leave? It was confirmed that this is the case. • RSu expressed how very proud she was of all the hard work carried out by the team and this would help manage the process better. • There should be a positive knock on effect on attendance figures. PFo noted that our lowest attendance classes have the highest churn. • THE POLICY WAS AGREED. 	
LGB/18.052	<p>BEHAVIOUR POLICY</p> <ul style="list-style-type: none"> • PFo reported that the draft policy is not a systems led policy but a relationships led policy. 	

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	<ul style="list-style-type: none"> • The focus is on ‘those that are’ and not ‘those who are not’ as poorly behaved children have previously been getting more attention. • Positive behaviour is praised ensuring reinforcement. • Clear expectations have been laid out in the policy e.g. meeting and greeting in the mornings and that staff were to model required behavioural traits. • JTa thought it was an excellent policy that had clear expectations of children and staff. • THE POLICY WAS AGREED. 	
LGB/18.053	<p>HEADTEACHER’S UPDATE</p> <ul style="list-style-type: none"> • SMA circulated a report on the number of children on roll. Slight reduction this month from 657 to 643 due to a lot of families returning overseas. • Mobility figures are very high with 119 children joined and 116 who have left since October. • On attendance, the year groups effecting the attendance results have had the largest amount of mobility. With persistently absent children there are 67 (10%) who have joined this year. Culturally in some countries schooling is not compulsory which has a large impact on the figures. • Starting with Reception next year Pfo will meet parents informally when attendance falls below 90% to discuss GLD data, scenarios in Y6 and outcomes rather than discussing fines. The impact on children of poor attendance is not being understood by parents. DAu questioned if some is down to culture, EOSL are going through such discussions as ‘when you call a doctor etc’. would it be worth discussing with adult learning centre to add that school is compulsory? ACTION: ALu to explore. • 28 penalty notices were issued this year (none last year) Years 1-6 are at 94.6% attendance (taking out snow days and Eid attendance figures are at 95.7%). • On staffing, SMA stated Luke Harding would be returning to New Zealand (Year 5 Teacher). Farewell also to Trevor Morris, the Caretaker. An HLTA from KS1 will leaving due to marriage and relocation. • New staff coming in are Matt Newton (a Year 6 NQT), Gael Nicolson (Year 4 teacher), a Pupil Premium TA, a Trust wide PE Teacher and a Trust Primary Science Champion have been appointed. • On budgets, Simon Smith will be attending these meetings going forward. There is currently a budget surplus of £116k at the end of the year. £16k is supporting summer work (refurbish all the toilets on GSS site). Work was also taking place to the reception area at BBS along with refreshing both sites. 	ALu

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	<ul style="list-style-type: none"> On safeguarding, JTu is the safeguarding Governor who met PFo before this meeting. Feedback included that the numbers of concerns raised were down and there were no children in CP or in need. Concern form numbers were up on last year and 25 did not need to be progressed. A new IT system will be implemented from September to make the child protection concern process more efficient. 	
LGB/18.054	<p>TRUST UPDATE</p> <ul style="list-style-type: none"> JTa updated that Board approval had been granted to GPA to become its own admissions authority. Iqra will likely not get a free school application this year, they will continue to explore further options. There is a firm commitment to continue partnership. Upwood Primary will be joining the Trust on 1st August. Warboys Primary School is going through process as is Welbourne Primary to join the Trust. The second TDET conference had been held last week and JTa wanted to thank everyone for their support. It had been a useful session with an inspirational speaker. Next year the focus will be on a joined up approach. The Board has appointed Scott Hudson as Director of Secondary Education and continues in Geoff's absence as Headteacher. The Board has approved position of Director of Governance for closer contact with local governing bodies and they will attend meetings yearly, scrutinise minutes and Agendas. Governor Training Programme being set for next year. Different approach next year to ensure everyone gets relevant training. 	
LGB/18.055	<p>GOVERNOR VISIT REPORTS</p> <p>Ansar Ali</p> <ul style="list-style-type: none"> To be carried forward. <p>John Turner</p> <ul style="list-style-type: none"> JTu had provided feedback at the last meeting. The paper was supplied for added information. <p>Reta Suali</p> <ul style="list-style-type: none"> RSu had been very impressed during her 3 visits to GPA. She had spoken to parents on the gate when witnessing arrival and end of day processes and had been impressed with what she saw. 	
LGB/18.056	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> JTu congratulated the group for a good year. There being no further business the meeting closed. 	

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LGB/18.057	DATE AND TIME OF NEXT MEETING <ul style="list-style-type: none"> • Dates for next year were circulated and agreed. 	

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