

Hopton Primary Academy
Full Meeting of Local Governing Body
15th October 2018. 18.30
Held at Hopton Primary Academy



Diocese of Norwich
 Education and
 Academies Trust

Name	Initials	Role	Present / Apologies / Absent
Chris Grogan	CG	Foundation Governor	Present
Rosemary Barker	RB	Foundation Governor	Present
Emma Plane	EP	Foundation Governor	Present
Serena Curtis	SC	Parent Governor	Present
Waheedat Owodeyi	WO	Parent Governor	Present
Christabelle Whiteley-Tye	HT	Headteacher/Governor	Present
Dave Grogan	DG	Foundation Governor	Apologies
John Waters	JW	Foundation Governor	Apologies
Sandra Smith	SS	Foundation Governor	Present
Dawn Read	DR	Deputy Headteacher	Present
Justine Petersen	JP	Clerk	Present

Minutes

1. Opening formalities

1.1 Opening Prayer

The meeting opened at 18:30.

EP led the meeting in an opening prayer.

EP thanked those present for applying to join the new LGB.

EP introduced WO and SC as new parent governors. All present introduced themselves.

The school is in the process of recruiting a staff governor. There are no other LGB vacancies.

Has there been interest in the staff governor position? HT was confident the vacancy would be filled.

1.2 Receive Apologies for Absence

Apologies for absence were received from John Waters and Dave Grogan

1.3 Consent/Non-consent to absence

Governors gave consent to the apologies listed above.

1.4 Complete Declaration of Pecuniary and Personal Interests form

All governors present signed the Declaration of Financial and Personal Interests form. JW and DG to signed at next meeting

AP: DG and JW to signed Declaration of Pecuniary and Personal Interests form at next meeting.

1.5 Declaration of any pecuniary or other interest with regard to items on the agenda

There were no specific declarations regarding items on the agenda.

2. Elect Vice-Chair

2.1 Election of Vice-Chair

CG was unanimously elected as Vice Chair. There were no other nominations and no objections.

CG advised that he would not wish to chair a committee in the event that he had to act as LGB chair as the workload would be too high.

3. LGB Code of Conduct

3.1 To adopt and sign the DNEAT Code of Conduct 2018-2019

Adopted and signed by all present. HT printed copies for those governors who requested them.

4. Scheme of Delegation 2018-2019

4.1 To adopt and sign the Scheme of Delegation for 2018-2019

Adopted by all present. No comments or concerns were raised. HT printed copies for those governors who requested them.

EP explained that the Scheme of Delegation is how DNEAT's Articles of Association are applied by the LGB. DNEAT produces all governance documents, including terms of reference. Some responsibilities previously within the remit of the former Governing Body passed to the Trust under academisation.

5. LGB Membership, Committees and Designated Governor Responsibility

5.1 Review and record appointments and vacancies

Covered above under item 1.

5.2 Review and agree committee membership and Chairs

Curriculum and Standards Committee (C&S) – EP (Chair), DG, SC, WO, HT.

Resources – CG (Chair), RMR, JW, HT.

Community and Ethos (E&C) – RB (Chair), SS, HT, staff governor when appointed.

5.3 Adopt the Terms of Reference for the Standards & Curriculum, Resources and Ethos and Community Committees

Unanimously adopted without amendment.

5.4 Designate responsibility to named governor for:

- Safeguarding – EP/WO
- Special Educational Needs and Disability (SEND) – SS/DR
- Looked After Children (LAC) – SS/DR
- English as an Additional Language (EAL) – RB
- Pupil Premium – CG
- Sports Premium – CG
- Health & Safety – JW
- Website Compliance – RMR
- Wellbeing – Staff governor
- Maths – DG
- Critical Incidents – All
- Anti Bullying – Staff governor
- EYFS – SC
- Attendance - CG

HT advised that Hopton was awarded a gold award for its anti bullying programme. Governors congratulated all involved.

6. Single Change Plan

HT has met with Simon Morley (SM). He will be Hopton's AGEP until the Trust makes new appointments.

HT explained the role of the AGEP in school improvement.
Having read the new SCP SM felt it was still too big and it needed reducing with the Bite Sized Improvement Focuses highlighted in it. This backs up the findings of DNEAT's capacity audit.
DNEAT uses Bit Sized Improvement Focuses (BIFs). HT is in the process of writing the key priorities to include these.

HT shared the BIFs. There will not be one this half term as the school is stabilising following academy conversion. SM agrees with this approach.

Autumn 2 – arithmetic and times tables. Work over the summer break did not have the expected impact.

Spring 1 – Maths reasoning and problem solving.

Spring 2 – fluency in reading.

Summer 1 – vocabulary across the curriculum.

Summer 2 – creative curriculum.

HT will feed all 5 BIFs into the Single Change Plan.

HT tabled the 3 priorities for the Single Change Plan.

Priority 1 – Maths

Priority 2 – Ensuring learning is challenging for all children within all areas of the curriculum

Priority 3 – Develop and implement a new vision, values and aims in line with the 2018 SIAMS framework.

All 3 priorities reflect the outcome of the capacity audit and the Ofsted inspection.

HT stressed the need for a question level analysis of SATs.

Fluency in reading has greatly improved. Reading and writing were above national.

Maths must be the focus moving forward.

Do the BIFs stack? Yes, over the 8 weeks the ideas should become embedded and staff should feel comfortable.

RB requested to be invited to staff meetings around Priority 3.

AP – RB to be invited to staff meetings around Priority 3.

Miss Jo will organise a staff quiz and chips night. RB will be invited to attend.

AP – RB to be invited to staff quiz and chips night.

AP – HT to circulate the Single Change Plan when complete.

7. Committees and Designated/Link Governors

7.1 Agree schedule of dates for the Committees in accordance with the DNEAT Governance Meetings Schedule for 2018-19:

7.1.1. Standards & Curriculum

Monday 5th November 2018, 18.30

Monday 21st January 2019, 18.30

Monday 29th April 2019. 18.30

7.1.2. Ethos and Community

Wednesday 7th November 2018. 09.30

Tuesday 5th March 2019, 09.30

Wednesday 12th June 2019, 18.30

7.1.3. Resources

Monday 19th November 2018. 18.30

Monday 18th March 2019, 18.30

Monday 13th May 2019.18.30

Monday 1st July 2019, 18.30

7.1.4. HTPM

One meeting has taken place and the next has been arranged. HT will check whether future dates have been agreed.

AP – HT to check whether future dates have been agreed for her performance management.

7.1.5. LGB

Monday 3rd December 2018, 18.30

Monday 11th February 2019, 18.30

Monday 1st April 2019. 18.30

Monday 20th May 2019. 18.30

Monday 15th July 2019, 18.30

8. Governor Monitoring

8.1 Agree plan for Governor Monitoring linked to the academy's key priorities

The next Deep Dive Day will monitor the 3 priorities in the Single Change Plan as well as individual link areas.

9. Continuous Professional Development for Governors

9.1 Discuss training requirements for whole LGB and individual governors, particularly for those with designated responsibilities

EP informed governors that DNEAT expect every governor to attend at least 2 sessions of face-to-face or online training each academic year. It is the responsibility of each governor to ensure they do so.

All governors should have received details to register with the NGA Learning Link. SC and WO will receive it soon. DNEAT is still processing their paperwork.

EP completed 8 online modules as part of her employment. She gave positive feedback and urged all governors to complete at least 2.

Hopton no longer subscribes to Educator Solutions training.

DNEAT has drafted a document entitled 'What Course Should I Do?' This explains the different options available. All governors have access.

Sharon Money can deliver safeguarding sessions in school.

Does the Learning Link keep a log of training completed?

This might be kept centrally by the Trust. There are likely to be printable certificates on completion.

Governors should upload details of any training completed to their training log on Governorhub or forward the details to the Clerk.

10. Policies

10.1 Adopt all DNEAT Core Trust Policies in effect at conversion date

All Core Trust Policies were unanimously adopted without amendment.

HT will ask the office staff to include Hopton's vision and ethos statement on each policy.

All policies are available via the DNEAT website.

10.2 Agree Policy Review Schedule for academy specific policies

HT will draft a schedule to include Behaviour, Curriculum, Home Learning, Maths, English and Marking Policies.

AP – HT to draft schedule for academy specific policies.

11. Any Other Business

None.

12. Closing Formalities

12.1 To plan dates and times venues for full LGB meetings for 2018-2019

Covered above under item 7.

WO gave her apologies for the LGB meeting on 3rd December 2018.

12.2 Closing prayer/reflection

EP closed the meeting with the School Prayer. HT will upload this to Governorhub.

AP – HT to upload school prayer to Governorhub.

To confirm the date of the next meeting(s) – Monday 3rd December 2018, 18.30

The meeting ended at 20:20

Signed by the Chair as a true record of the meeting:		Date:	
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