Exeter Learning Academy Trust
Creating our future together

St. Thomas FGB Minutes

Meeting – Part 1 Minutes			
Date/Time	6th July 2022, 7.00pm	Location	Microsoft Teams Meeting.

Governors:	I			Governors Attended.	Initials		
M Bell	MB	Co-opted Governor		J Noakes (joined 7.19pm)	JN	Vice Chair – Co-opted	
J Downing	JD	Staff					
C Edwards	CE	Chair – Parent Governor					
D Jenkins	DJ	Acting Headteacher					

Apologies	Initial	Reason (Category of Governor)
T Al-Khalili	TA	Co-opted Governor
A Evans	AE	Co-opted Governor
G Martin	GM	Parent Governor
F Radmore	FR	Staff
C Rowe	CR	Co-opted Governor

Absent without Apology	Initials
M Rich	MR

In Attendance	Initials	(anyone who is not a governor/associate)
K Palmer	KP	Governance Professional
R Shaw	RS	CEO

Minutes to
Attendees
Apologies
Academy Website
Trust Board.

No	Agenda	Led by
1	Welcome and Apologies:	Chair
2	Declaration of Interests:	Chair
3	Minutes of the previous meeting 25th May 2022 – Part 1:	Chair
4	Acting Headteachers Report	Head Teacher
5	Safeguarding	Head Teacher / CR
6	Staff and Pupil Wellbeing Update:	Head Teacher / JN
7	Policy Review	Head Teacher
8	Governor Visits	Chair / MR
9	Governor Training	Chair
10	Links to Parents & Community	Headteacher / AE
11	Communication with the Trust Board	Chair
12	Matters brought forward by the Chair, Part 2 items	Chair / Headteacher / CEO
13	Future Meeting Dates:	Clerk

Signature of Chair

Agenda Number	Details of discussion	Decision or Action
1	**Welcome and Apologies:** CE welcomed everyone to the meeting. Governors noted an issue with the Teams invite which had led to confusion with some governors believing the meeting to have been cancelled. Apologies were received from AE and TA in advance of the meeting. Due to the Teams issue further apologies were received from CR, GM and FR. Governors **consented** to these absences. MR was not present. Governors discussed the appropriateness of continuing with the meeting and **agreed** that, due to the challenge of attempting to re-organise at such a late stage in the term, the meeting would continue as a "report only" meeting and any decisions would be deferred and asked to all governors via email to be reported on at the next meeting.	**Decision:** Continue with meeting noting that decisions would be deferred.
2	**Declaration of Interest:** No declarations of interest regarding items on the agenda we made.	
3	**Minutes of the previous meeting 25th May 2022 – Part 1:** The minutes of 25th May 2022, part 1 were agreed as a true and accurate record of the meeting, however approval was noted to require quorate membership and so would be requested via email. Matters arising: RS reported that governor access to Arbor was ongoing as the correct permissions needed to be in place. DJ reported he had received the visitor information guide from AE. DJ reported the teaching assistant (TA) meetings had not occurred but one was planned before the end of term and a meeting schedule would be in place for next year to ensure these occurred.	**Action:** Request approval for the minutes of 25.5.22. **Action:** RS to arrange governor access to Arbor
4	**Acting Headteachers Report:** Acting Headteachers Report: Governors noted the previously circulated report which was also available on Teams but noted it had only been possible for this to be made available shortly before the meeting. Governors asked what "Ever 6" referred to in the report, RS advised this was a child who was eligible for pupil premium (PP) funding who then remained eligible for the next six years. Governors noted that some subjects were listed as areas for development within the curriculum development but asked what was happening with the subjects not shown, DJ advised that the focus was on core provision, but the wider provision would still be addressed. Governors asked whether there was a link that scores had dropped for both years 2 and 6 as the years which completed the standard assessment tests (SAT) this year, DJ advised that some data was now slightly out of date and the key stage (KS) one data was improved from that shown in the report. Governors noted that a new pupil had arrived in year 2 which	

	accounted for a 4% change and DJ advised that improved data regarding year 6 would be available for the next meeting. *JN joined the meeting at 7.19pm.* Governors noted the improved results for pupils with special educational needs and disability (SEND) and also pupils who had English as an additional language (EAL). DJ advised that staff were adapting the curriculum well to meet the needs of these children. Governors asked what the significance was of the children highlighted on page 13 of the report, DJ advised this related to pending issues for him to address regarding educational psychology involvement. JD advised that one child had now been seen and a second child was due to be seen the following week by the educational psychology team. Governors asked why the report showed that no staff appraisals had been undertaken and whether these had been scheduled, DJ advised that time had been a particular challenge and that he had undertaken the appraisals normally undertaken by himself as deputy, and also those normally done by the headteacher but had currently not completed appraisals for support staff. RS advised that it might be appropriate for other staff to complete support staff appraisals to ensure that any salary recommendations were completed within the appropriate time frame. Governors asked why school attendance was shown as 95.1% but no class had achieved over 95%, RS advised this was likely to be the "day" figure rather than the "year" figure and the year attendance was currently 93.4%. Governors asked what the target attendance level was, RS advised this was 96% and noted the persistent absence level had dropped for the school from 23% to 20.7% but was still high. DJ advised the school had retained one school refuser on roll who had recently been accepted with another provider so would no longer be shown within the school's figure which would have a positive impact upon the recorded attendance levels. Governors asked regarding the progress of training for subject leads within the school and the level of support provided for these staff, DJ advised a good level of support was provided by the Trust. Governors noted all roles had been reviewed and reallocated as required for next term, which included the reallocation of DJ's subject lead role as it was no longer possible for him to continue with this whilst Acting Headteacher. Governors asked whether monitoring visits with subject leads would be appropriate, DJ confirmed this and noted the positive benefits of subject leads articulating development within their area to enhance their own knowledge base and inform future planning. CE advised that the lead governor roles would be reviewed in September and a monitoring plan developed. <u>Statutory Data Overview:</u> DJ advised that current data showed 77% of children in the early years foundation stage (EYFS) were on track to achieve a good level of development (GLD) and of the EAL pupils 75% were expected to achieve GLD. RS highlighted the impact of the Covid lockdowns on these pupils and that the aspect of the "understanding the world" section within the assessment needed further development to enhance the pupils' knowledge and experiences. DJ reported that the decision was taken in the Autumn term that the "Write Stuff" scheme of work was not appropriate for some of these children therefore the EYFS staff designed a bespoke programme to ensure the basic skills were fully embedded. Governors noted the year one phonics screening score of 90% and the KS1 SAT results of 88% of pupils at the expected level for reading and 75% for maths which	**Action:** Review of governor lead roles and development of monitoring plan.

	strongly correlated with the teachers' assessment of pupils' ability. Results for the year four multiplication tests showed that 72% of pupils scored 20 plus and 24% of pupils achieved 100%. Governors noted that the number of pupils in this cohort who achieved a GLD in EYFS was only 36%. KS2 SAT results were noted as 75% of pupils achieving the expected level in writing, (2022 national target figures 69%), and this was externally moderated with two children being upgraded from working towards the level to working at the expected level. 79% was achieved in reading, (national average 74%), maths was 82%, (national average 71%), spelling and grammar was 86% (national average 72%). The combined score for reading, writing and maths was 64% (national average 59%). Governors noted the very positive data and that St Thomas's showed the highest results across the Trust. Governors congratulated the staff on the very strong results. RS reported the external test results from years 1, 4 and 6 showed the school to be inline or above national expectations and noted the strength of leadership and teamwork required to have achieved this. 2022/2023 School Development Plan (SDP) Priorities: DJ advised these were: 1. Improve the quality of provision for SEND pupils - this included an audit by the new SEND co-ordinator joining the school in September and a subsequent development of a SEND action plan including staff training, development of a "bubble room", implementation of the accessibility plan. 2. Continued improvement of English provision - including the appointment of a new English lead, development of a draft "reading action plan", library development and sharing staff expertise and coaching. 3. Increasing the wellbeing of staff and pupils – including the embedding of play as part of the curriculum, accessing external expertise from Opal regarding the use of play in education, development of lunchtime provision, improvement of the school environment and an action plan to improve attendance. Governors asked whether it would be appropriate to assign a lead governor to the focus of "play" to support this development, DJ confirmed this and advised staff would welcome a governor joining the working party leading this development. 4. Continue to improve the teaching and learning – including non-contact time for subject leads, delivery of the professional growth model for all staff, staff coaching and the ongoing development of strong working networks within the Trust. Governors asked how the non-contact time would be managed, DJ advised this time would be formally timetabled throughout the year and so be protected.	
5	**Safeguarding:** Governors noted this was covered within the Acting Headteachers report.	
6	**Staff and Pupil Wellbeing Update:** Governors noted this was covered within the Acting Headteachers report.	
7	**Policy Review:** Governors noted that the Sports Premium Strategy would be ready for review in September.	
8	**Governor Visits:** Governors noted MR was not available to present the fire safety update, but the	

	premises plan was available so governors **agreed** to address the items together. Governors noted the fire safety break had been identified as a priority 2 in the premises plan and asked regarding the next steps for this work, RS advised the premises manager had been asked to provide a breakdown of the costs and timescales for this work but highlighted the significant challenge currently of obtaining quotes and the very short timespan for which quotes remained valid. RS highlighted the potential need to review the quote approval process stated within the Trust's scheme of delegation due to current circumstances. Governors asked the relationship between the "timeframe" and "deadline" columns shown on the report, RS advised she would clarify this with the premises manager. RS asked whether the school had received a condition survey visit from the Department for Education (DfE), DJ confirmed this.	**Action:** RS clarify query regarding premises plans.
9	**Governor Training:** Governors noted that MR's Keeping Children Safe in Education (KCSiE) training remained outstanding as there had been an issue with access to the National College which was now resolved. CE advised governors that there was a requirement for all governors to complete training regarding the general data protection regulations (GDPR). RS highlighted the need for governors to complete training regarding pupil exclusions to support governors for possible incidents of fixed term or permanent pupil exclusions. Governor noted the availability of an appropriate course run by Devon County Council in November. CE and JN **agreed** to attend if possible.	**Action:** MR to complete KCSiE training **Action:** All governors to complete GDPR training **Action:** CE and JN attend pupil exclusion course.
10	**Links to Parents & Community:** St Thomas Facebook Page Update: CE advised of a report from AE regarding this. 296 people had accessed the site, 65 page "likes" had been noted with the "Memories" post being the best performing. The next steps had been noted to be increased development of content from the pending events such as the fete, anniversary celebrations, school leavers and sports day, as well as items regarding events in September, video tours of the school etc. Governors thanked AE and the others involved for their work on this. School Marketing Strategy: Governors noted the need to increase the number of pupils on roll (NOR) and discussed other strategies. DJ advised he had contacted local press but had received no interest so far but would continue. JD reported a local newsletter had mentioned the school as part of the yarn bombing feature. Governors noted that linking with the parent teacher association and asking them to share the school's link on Facebook to a wider audience may be of benefit. DJ advised the school had received three new enquiries for potential pupils to the school, two more children were joining the school the following week, with another child pending and pupil numbers were slowly increasing. 150th Anniversary Update: DJ advised this was now all in place and would be immediately preceded by the school fayre. Governors expressed their thanks to the individuals involved in this event. DJ advised that Justin Stone (JS) and the widow of David Pugh would both unveil the mosaic, and each pupil at the school would receive a 150th anniversary commemorative mug.	

	DJ asked governors to consider the use of the 150th as a time limited edition of the school badge for the uniform. Governors asked if this would still be acceptable uniform after the anniversary year, DJ confirmed this. Governors noted the power of the 150th logo as a marketing tool. Governors supported the suggestion and noted quorate approval would be sought.	**Action:** Request approval for uniform modification.
11	**Communication with the Trust Board:** CE advised of a Chair's Forum meeting held the previous week where the data from the school was highlighted. Suzannah Curtis, Chair of Trust Board, had also passed on her thanks to the school for facilitating her recent visit to the school. The school had also been advised that there may be financial support available from the Trust should this be required to maintain the class structure in the short term until the NOR increased. RS noted that the potential pooling of resources in the short term had been supported by head teachers, however the school needed to show that support was only required on a short-term basis and the school was actively working to ensure it was self-sustaining. Governors were reminded of the Trust Away Day on 13th July 2022. Governors noted that CE and GM were hoping to attend.	
12	**Matters brought forward by the Chair:** CE reminded governors of the opportunity to join the working party reviewing the use of play within the curriculum. CE noted his intention to add a few points to the governor self-assessment which he would then send round and asked all governors to use this to reflect upon the effectiveness of the governing body's performance this year and to consider potential link governor roles for the next academic year. CE asked for this to be returned as soon as possible in readiness for September. Part one of the meeting was closed 8.48pm *JD left the meeting 8.48pm.* **Part 2:** Item discussed and recorded in part 2 minutes.	**Action:** CE to amend and then send the governor self-assessment form. **Action:** Governors to complete and return the assessment form.
13	**Future meeting dates:** Governors noted these were to be advised but recorded a preference for meetings to be held at 6pm on Wednesdays to maximise governor attendance. Meeting dates and times would also be asked as part of the self-evaluation form so opinion could be sought and reacted to as needed.	

The meeting closed at: 8.57pm.

Date/Time of next meeting	To be advised.	Location	To be advised.

Signature of Chair