



**Minutes of the Local Governing Body held on Tuesday 16th July 2019  
8.30 a.m. at Cromwell Academy**

**Present:**

**Governors**

Hannah Connor-James (HCJ), Headteacher  
 Lauren Blyth (LB), Deputy Headteacher  
 Richard Laing, (RL), Chair of Governors  
 Linda Corral (LC), Vice Chair of Governors  
 Bernadette Wong (BW), Parent Governor  
 Lucy Wills (LW), Parent Governor

**In attendance**

**Apologies**

Debbie Warner (DW), Clerk to the Governors  
 David Sykes (DS), Staff Governor  
 Shirley Smailes (SS), Co-opted Governor

<b>1.</b>	<b>Apologies for absence</b>
	Apologies were received and accepted.
<b>2.</b>	<b>Declarations of interest</b>
	None.
<b>3.</b>	<b>Chairman’s welcome and opening remarks</b>
	The Chair welcome governors to the last meeting of the year and commented that this year had been positive in many respects.
<b>4.</b>	<b>To approve the minutes of the meeting held 23/05/2019</b>
	<p>The Chair asked for further clarification on a section of the minutes which were amended and then considered to be a true record of proceedings. The minutes were signed off by the Chair at the end of the meeting.</p> <p>The action points from the meeting of 23/05/2019 were discussed:          D Sykes biography – still outstanding. HC-J to chase.          Appointment of co-opted governor – The Chair to continue to try and recruit a further co-opted governor          Terms of Reference - amended and recirculated to governors.          SEND report - completed.          Request for breakdown on parental survey – completed by HC-J.          Analyse data of concerns logged by staff – HC-J confirmed there had been little change in the number of concerns that have been logged. A discussion followed on the typical nature of concerns. HC-J stated that a large proportion were minor in nature and did not require a follow up but was necessary to log to build up a profile.          SCR – completed.</p>
<b>5.</b>	<b>Matters arising not included elsewhere on the agenda</b>
	<p>Appointment of new governor: The Chair had received confirmation from Shirley Smailes (SS) that she wishes to be appointed as a co-opted governor and added that Shirley’s legal expertise would be of benefit to the LGB and is an area of skill that the LGB does not currently have. LW agreed to act as a mentor to SS.</p> <p>The Chair remarked that, as part of the appointment process for co-opted governors, it would be prudent for the scheme of delegation to be modified so that co-opted governors can only be co-opted by non co-opted governors. This is to ensure better accountability to parents. HC-J stated that she thought SS would be an excellent addition to the governing body but is concerned that the board is currently made up mostly of parents and should try to appoint a co-opted governor who is not a parent. The Chair was also in agreement with this.</p> <p>The Chair proposed that Shirley is co-opted to the governing board. LW and BW were both in agreement and Shirley Smailes was co-opted to the governing body. The Chair will contact Shirley to discuss which committee placement.</p>

Signed  
Date

	<p>HC-J updated governors on the recent parental survey. There had been a good uptake of the survey with 86% of parents thinking the school was well led and managed. Some parents were unsure of the role of governors. LC thought a governor presence at one of the open evenings could provide an opportunity to raise awareness.</p> <p>HC-J also updated governors on the staff survey which confirmed 100% of staff believing children are safe. 100% of staff also felt the school was well led and managed. Workload and wellbeing had also improved since the last inspection.</p> <p>LB provided an update on SEND children:</p> <p>Attendance: 96.7%.</p> <p>Reception: 50% met GLD.</p> <p>Year 1: 50% in reading – reading intervention will be set up for Y2, 100% writing and maths</p> <p>Year 2: No previous data. Not clear on needs at present.</p> <p>Year 4: 100% reading progress, 100% in writing, Maths 33% made expected progress which is an area to look at as they move into Year 4. Extra intervention to be put in place.</p> <p>Year 5: 75% reading, 100% maths, 63% writing (9 children)</p> <p>Year 6: No previous data for 1 child but reached expected on SATS and EHCP has been received. Targeted intervention will be introduced.</p>
6.	<p><b>To ensure accountability of the Headteacher for the educational performance of the school</b></p>
	<p><b>6.1 Headteacher’s report</b></p> <p>The Headteacher’s report had been read by governors prior to the meeting. The Chair noted there had been 1 racial incident and asked HC-J for reassurance that the incident had been dealt with properly. HC-J confirmed that it had been thoroughly investigated and children who may have been affected and parents were contacted accordingly.</p> <p>HC-J confirmed that the numbers of new children for next year had increased to 16 taking the total number of children to 195.</p> <p><u>Questions &amp; Answers:</u></p> <p><b>A governor asked about the absence of a TA in Year 6 on Thursdays and Fridays.</b> HC-J advised governors that it was unusual for a TA to be present in a class full time. Other classes have a TA presence during the morning sessions only so all class receive the same amount of TA time. Additionally, the HLTA will be picking up targeted work with Year 6 children. HC-J added that the school is very fortunate to keep the services of the TAs to support the needs of individuals.</p> <p><b>A governor asked for an update on the mobile classroom.</b> HC-J confirmed that this is being removed over the summer break and the area will be made good by the LA. Playground markings will be painted in this area.</p> <p><b>A governor asked why the CAF was no longer running.</b> HC-J confirmed that unfortunately there are not enough volunteers to run it with very little parental support at events. HC-J advised governors that the bank account is still open so it could be re-introduced should there be enough support in the future.</p> <p><b>A governor asked if a ParentMail had gone to parents regarding the CAF.</b> HC-J was able to confirm this has been sent to all parents and new parents.</p> <p><b>A governor asked about interested parties to run the pre-school.</b> HC-J confirmed that she has a meeting arranged with The Finance Director from the Trust to discuss the finances of running the pre-school with a view to making a decision about who to appoint to run the pre-school provision which could be in place as early as September.</p> <p><b>6.2 To receive committee reports</b></p> <p><b>6.2.1 Data &amp; Curriculum (BW)</b></p> <p>BW went through headline points with governors: KS2 results were pleasing. Writing is improving on previous years. HC-J added that there are 2 pending appeals following the recent SATS which may improve results in reading further. <b>The Chair noted that in KS1 not enough children are meeting the higher standard and this should continue to be an area of focus.</b> A governor commented on the temperature of some of the classrooms in the summer and queried if it could impact childrens’ learning. HC-J agreed to speak with the teachers to see what they think about the condition of the classrooms.</p> <p><b>6.2.2 Development &amp; Welfare (LC)</b></p> <p>Wellbeing of staff and children was discussed at the meeting. Headteacher’s wellbeing to be added to the agenda in September. Writing wall and Foundation stage 1 also discussed. Safeguarding update was received with confirmation that the SCR is now fully updated and being maintained by the Trust via a central file accessible to Cromwell.</p>

	<b>6.3 To receive report on governor visits</b> The governor visit reports had been received by governors in advance of the meeting and reported on at each of the committee meetings.
<b>7.</b>	<b>AOB</b>
	The Chair thanked HC-J and her team for their hard work this year. He also commented on the good progress made by the governing body. He added that overall, it has been a very positive year.

Meeting closed at 10.00 a.m.

Meeting for next year will be circulated in September.

**Action Table following the Meeting of the Local Governing Board held on Tuesday 16<sup>th</sup> July 2019 at 8.30 a.m. at Cromwell Academy**

<b>Item No.</b>	<b>Action / Decision</b>	<b>By Who</b>	<b>By When</b>	<b>Date Completed</b>
4.	HC-J to advise DS to upload biography to school website	HC-J/DS	asap	
4.	RL to try to appoint new co-opted governor to governing body	RL	ongoing	
5.	Shirley Smailes to receive new governor welcome pack, access to network etc	Clerk	asap	
5.	LW to contact Shirley Smailes to act as mentor	LW	asap	
5.	RL to contact Shirley Smailes to discuss committee placement	RL	asap	
6.	Governor presence at Parents' evening to be arranged	All Governors/HC-J	Parents' evening	