



**Minutes of the Local Governing Board held on Monday 16<sup>th</sup> July 2018 at 8.30 a.m.  
at Cromwell Academy**

**Present:**

**Governors:** Paul Hull, Chair of Governors (PH)  
Richard Laing, Co-opted Governor (RL)  
Linda Corral, Co-opted Governor (LC)  
David Sykes, Staff Governor (DS)  
Bernadette Wong, Parent Governor (BW)  
Lucy Wills, Parent Governor (LW)

**In attendance:** Lauren Blyth, Acting Headteacher (LB)  
Debbie Warner, Clerk to the Governors (DW)

1.	To record absences	Action /Lead
	PH opened the meeting and welcomed governors to the meeting of the full governing body. There were no apologies for absence.	PH
2.	To declare pecuniary/conflicts of interest	
	None.	PH
3.	To approve the minutes of the meeting of 19/06/18	
	These were reviewed by governors and deemed to be accurate with actions points completed and the minutes were signed off by the Chair.	PH
3.	To welcome and clarify agenda items	
	PH explained that a full governing body meeting had taken place in June but the official results data was not available. Therefore an extra meeting was scheduled for governors to review the data following the school's predictions.	PH
5.	Update from Headteacher on official data	
	<p>LB circulated to governors end of year data for EYFS, Phonics Screening and KS1 and 2. LB explained that a Year 6 pupil was disapplied but this is still accounted for in the results.</p> <p>LB informed governors that 11 papers were being appealed and the results from this will be available in September.</p> <p>A governor asked how the results compared with national results and this comparison will be available in September.</p> <p>A governor asked why the writing percentages were lower than expected. DS explained that assessments by moderators had praised the work being carried out in this area with the children</p>	LB

Signed  
Date

*Lauren Blyth*  
8/10/18

	<p>writing “challenging” and “mature” topics but DS acknowledged that KS2 punctuation and creativity would need to be an area of focus.</p> <p>LB explained to governors that case studies have been drawn up for key marginal children and in additional “top up” writing is being given to these children for the remainder of the term.</p> <p>A governor asked what can the school do to ensure that, in future, predictions made by the school are more accurate with actual results. LB explained that the children this year were on track to achieve “as predicted” results in writing. LB explained that the school receives an action plan from moderation and these points will be implemented from the beginning of the year. Additionally, writing will be the focus right from the beginning of next year. Writing booster sessions will be put in place next year and LB explained that the reading and Maths booster sessions had benefitted the children which has been reflected in the data.</p> <p>A governor noted that it was encouraging that Maths had improved this year.</p>	
<b>6.</b>	<b>Response to governor questions</b>	
	<p>PH had received a set of questions from governors to be discussed in the meeting:</p> <p>A governor asked for further clarification on the point that the CEO of ACES Academies Trust conducts the Performance Management of the Headteacher together with the Chair and one other governor. DW to clarify if the Chair should be involved in the process and who would be the contact should there be an appeal.</p> <p>LB explained that the school’s policies will be reviewed by Hannah Connor-James in September but will upload the ACES policies relating to personnel and HR to the website.</p> <p>A governor asked whether a safeguarding audit has been carried out and was the documentation available to governors. LB was able to confirm that this had been carried out by the MAT and will request a copy of the audit.</p> <p>A governor asked if all policies could be uploaded to the governor Sharepoint folder. In addition, governors have requested a list of all policies for the school which contains review dates for each policy. LC has offered to help in this regard when Hannah Connor-James starts in September.</p> <p>A review of governance has not been carried out and it was felt by governors that, as there is now an effective and functioning governing board in place, it was now time to do this. To be discussed at the next LGB meeting.</p> <p>A governor thought an action plan could be implemented to ensure governor visits to are carried out throughout the year and should be planned around data drop dates to ensure effective governor visits. Terms of reference also need to be created for these groups. To be discussed at the next LGB meeting.</p> <p>It was agreed that an additional meeting should be held by Heads of Committees together with Hannah Connor-James prior to the LGB meeting to implement an action plan, agree terms of reference, areas of focus for governor visits. In addition, the Clerk has scheduled meeting dates for the next academic year but acknowledged that the Data and Curriculum Committee dates may need to change to fit in with the availability of data.</p>	<p>PH</p> <p>DW</p> <p>LB/HC-J</p> <p>LB</p> <p>HC-J/LC</p> <p>ALL</p> <p>ALL</p> <p>PH/RL/ HC-J</p>

Signed  
Date

	Dates for sports day, parent evenings, productions to be sent to governors to give them an opportunity to attend and support events at the school. LB has arranged for the newsletter to be sent to governors which contains details of forthcoming events.	LB/HC-J
<b>7.</b>	<b>Approval of annual subscription to School Governance</b>	
	LB informed governors what services were included in the School Governance subscription. The cost of this service is £500. It was considered that it was worth renewing as the governing board would benefit from the services it offered. PH to confirm the renewal and request an invoice to be raised.  A governor remarked at how useful the termly briefing sessions are.	PH
<b>8.</b>	<b>Agree format for Governor Skills Audit</b>	
	The skills audit form had been circulated to governors prior to the meeting. Governors thought it was a useful form which will be completed by governors to identify where there are gaps in expertise which will also help with further governor recruitment. All forms to be completed and returned to the Clerk for onward transmission to BW who has offered to analyse the results.	BW/DW
<b>8.</b>	<b>Meeting dates and times for future meetings</b>	
	Governors to complete Doodle Poll for meetings to be scheduled for next academic year.	ALL
<b>8.</b>	<b>AOB</b>	
	LB thanked governors for their support and was pleased to be leaving with both the school and governing board in a strong position. PH, on behalf of the governing board, thanked LB for all the hard work in moving the school forward and wished her well for her forthcoming maternity leave.	

PH thanked governors for attending the meeting. The meeting closed at 10.00am.

Date of next meeting : **Monday 8<sup>th</sup> October, 8.30 am**

Signed  
Date



**Action Table following the Meeting of the Local Governing Board held on Tuesday 19<sup>th</sup> June 2018 at 9.30 a.m. at Cromwell Academy**

Item No.	Action / Decision	By Who	By When	Date Completed
6.	Clarification on responsibility of the Headteacher's Performance in the event of an appeal being required	DW	Before next LGB	
6.	List of school policies stating review dates to be made available to governors	LB/HC-J	asap	
6.	To request documentation from the safeguarding audit	LB	Before next LGB	
6.	Agenda point for Governance review	Chair	Next LGB	
6.	Agenda point for Governor action plan	Chair	Next LGB	
6.	Additional meeting for Heads of Committees with HC-J to discuss action plan, TOR, schedule of governor visits	PH/RL/HC-J	September	
7.	PH to confirm renewal of School Governance subscription and request invoice to ACES	PH	asap	
8.	Skills audit form to be completed by governors and returned to DW	ALL/DW	asap	
9.	Analysis of skills audit	BW	By next LGB	
10.	Circulate meeting dates for 2018/19	DW	asap	

Signed  
Date