

CHESTNUT GROVE ACADEMY
MINUTES OF A MEETING OF THE FULL LOCAL ACADEMY COMMITTEE
AUTUMN TERM. MONDAY 9TH NOVEMBER 2020, 6:30PM (REMOTE on TEAMS)

Name	Governor	Advisor	In Attendance	Role
Laura Adams			√	Speaker
Elspeth Bracken	√			Staff Governor
Jehangir Byramji	√			Community Governor. Chair of Resources
Sarah Coyte	√			Community Governor. Chair of Children Families & Community
Judi Dumont-Barter	√			Community Governor. Chair of Governors
Sarah Guerra	√			Parent Governor
Clare Holley	√			Community Governor
Christian Kingsley	√			Head Teacher
Sarah Marshall	√			Community Governor. Vice Chair of Governors
Leah Milton		√		School Business Partner
Jo Saich			√	Clerk to Governors
Deborah Sturrock	√			Support Staff Governor
Ryan Summers	√			Community Governor. Chair of Teaching, Learning & Assessment. Vice Chair of Governors
Steve Wallis		A		School Business Manager
Conrad Withey	√			Parent Governor
Vacant				Staff Governor
Vacant				Community Governor

Agenda order: 1 – 6, (7 minuted under Part 2), 9, 10+8, 11, 16c, 16a, 12, (Part 2, Item 5) 16d – 19.

BUSINESS

1. WELCOME & ATTENDANCE.

The Chair welcomed everyone and opened the meeting.

Attendance is shown above. Apologies were received and agreed for Steve Wallis. Remote protocol was agreed.

There were technical issues with meeting access and with screen sharing.

ACTION: Clerk to liaise with Andy Lush to resolve IT issues.

2. DECLARATION OF INTERESTS

The Clerk uses a Livescribe for the purposes of the minutes.

R. Summers is employed by the DfE.

J. Dumont-Barter, C. Kingsley, S. Marshall are Trustees of the WLT.

C. Kingsley is working at Ernest Bevin College currently.

a. Governor Business Interests (annual)

Annual Business Interests have been declared and signed by governors.

3. APPOINTMENTS made by Trust Board.

a. Chair of the Local Academy Committee

The Chair informed that succession planning will be discussed under Item 9 and asked if there were any objections to her continuing as Chair of the LAC. There were no objections.

AGREED: Judi Dumont-Barter will continue as Chair of the Local Academy Committee for this academic year.

b. Vice Chairs of Local Academy Committee

Sarah Marshall is Vice Chair of the Local Academy Committee. The Chair asked if anyone had any objections to Sarah continuing as Vice Chair. There were no objections.

AGREED: Sarah Marshall will continue as Vice Chair of the Local Academy Committee for this academic year.

The Chair informed that prior to moving under the Wandle Learning Trust, there were two Vice Chairs. Part of the structure of the WLT is to have a Chairs Forum and currently the Chair and the Vice Chair of the LAC are Trustees of the WLT. The LAC are looking for a Vice Chair who is independent of the WLT and who can attend Chairs Forums. The Chair has approached Ryan Summers to take on a LAC Vice Chair role and asked the committee if there were any objections. There were no objections. The Chair has received approval from the Trust for a second Vice Chair.

AGREED: Ryan Summers will stand as a Vice Chair of the LAC for this academic year.

c. Local Academy Committee Members

There are two vacancies on the Local Academy Committee, one community governor and one staff governor. The Head informed that there has not been any take up for the staff governor which is likely to do with how busy staff are currently. The Head will have another drive at briefing tomorrow given that new staff have joined the school since September.

The Chair asked if the Chair could join an online staff briefing to explain the role of staff governor, or if the current staff governors could speak with staff about their role and what they do as governors. The Chair noted the positiveness of staff governor contributions at FLAC meetings.

ACTION: Head to consider if the Chair or staff governors could contribute to staff governor recruitment.

Q: A governor asked how staff understand career progression and how the role of staff governor could play into their professional development. Could previous staff governors share their experience of what they got from the role.

A: The Head replied that this aspect is stressed and understood when staff are informed of the role of staff governor.

4. DECOLONISING THE CURRICULUM – Laura Adams

The Chair informed that decolonising the curriculum had been a discussion at committees this term and noted how this subject matter has impacted the school and the students. A student authored article in response to the murder of George Floyd has been shared widely and is also on the Kings College London blog.

The Head thanked Laura Adams for her work on the curriculum and explained that Laura represents a body of staff who have been working on this for many years since the new curriculum was introduced. The Chair introduced Laura Adams who spoke about the work they and colleagues are doing around decolonising the curriculum. The Wandle Learning Trust are keen to have this filter right through the system and the LAC governors are keen to lend their voices to move this work forward.

Laura Adams spoke to a slide show (previously circulated to governors) and took questions.

A governor commented that seeing the lead being taken so well is brilliant and that this a whole curriculum exercise.

A second governor commented that it is incredibly encouraging to see such a systematic approach which feels embedded already and noted that having difficult conversations can be a challenge.

A third governor informed that a task force has been put together at Trust level with a plan to go to each of the five schools in the Trust to ensure that best practice is being shared. Governors heard that the work goes beyond the curriculum and consists of four strands.

(1) curriculum (2) recruitment of staff and governors (3) staff training and potential training for governors and trustees (4) ensuring that beyond curriculum impact there is talk about the impact this could be having on pupils, families, and community and what the Trust are doing about this to change approach based on initiatives of the past few months. Governors should hear about this work via a WLT trustee who will meet with Laura Adams.

A fourth governor shared that they were interested to raise 'I commit' awareness across the CGA community. Highlighting the impact which the BAME community have had and build a 'what's next' piece of work. Work around inspiring people of Colour who are not recognised for their contributions as they should be. The governor asked if there were any plans for programmes around this drawing on their own work life experiences where speakers are invited to inspire young designers and engineers.

A fifth governor mentioned that it is impressive the way that the school has been so proactive, systematic, and embedded, but also noted that resistance may be felt as not everyone in the school community may be on board with this. It should be considered particularly if pupils homelife does not reflect what they are hearing in school, how this may show in behaviour and how pupils will be supported. The governor was interested to know how pupil, staff and parent voices are being collected and included in the systematic approach and informed of how currently there is a consultation on two statues (on hospital grounds) and wondered whether this might be useful as a 'live' teaching aid for students which is relevant currently. The Link is in the Teams feed.

The governor further asked if the school has enough teaching resources and current reading materials across the curriculum in sciences, not just humanities, and if the school have links/could forge links with institutions and universities who may have already completed some of this work and which CGA could draw on for resources.

The governor expressed that the task force at Trust level sounds good and the governor offered to support if there is any way they can. They also mentioned that no undue weight should be put on staff of Colour to share their story and noted the different routes that governors, parents, staff, community must get their civic voice heard.

The Chair asked that if governors come across useful resources that they share them to the Teams Drive and email to Laura Adams. Decolonisation will be explored more in committees and the Policy Partnership group.

Laura Adams explained briefly how aspects of the curriculum are being altered to include world aspects in history and any resources to enable this would be welcome.

The Chair thanked Laura Adams for her time and commitment to learning and said that a group of governors will form to offer support how they can.

ACTION: Chair to reach out to a few governors who can support where they can and will then liaise with Laura Adams.

5. MINUTES OF THE PREVIOUS FLAC MEETING 29th June 2020

a. Actions and Matters Arising

Governors reviewed the minutes. The Action Log was updated.

Matters Arising

Committee objectives and impact were discussed under Item 9.

ACTION: SG & JDB - BLM. Review drafting a 5-point plan for governors (what are governors looking at, what is the impact?). could there be collaborative work with students?

ACTION: Committee Chairs - each committee chair to feedback as to what the committee will focus on this year and what impact was achieved from last year? Align objectives for 2020-2021 with main objectives in the SIP.

ACTION: JDB - Write up a visit report on Single Central Register

AGREED: the minutes of the previous meeting are an accurate record and will be signed as such by the Chair and the Head.

ACTION: Clerk to arrange e-signatures on FLAC minutes 29th June 2020.

6. HEAD TEACHER & SLT PERFORMANCE MANAGEMENT

- a. HTPM committee met/SLT evaluations received.

The Chair informed that the HTPM has been carried out in partnership with the WLT Chair and an external representative. The process worked well.

7. REPORTS & FINANCE – minuted under 16c.

8. COVID RESPONSE - This item was included under Head Teachers Update (item 10).

- a. **Update – current school matters**
- b. **Pupil Premium/disadvantaged pupils - update**
- c. **Catch up Interventions.**

9. CHAIRS REPORT

- a. **Chairs Actions** - There were no Chairs Actions reported.

b. Succession Planning

The Chair reported on succession planning training which they attended and noted that a succession plan is needed so that the Chair of the Local Academy Committee can step down by 2022. The LAC has two vacancies. One Community Governor and one Staff Governor. The inclusion of a second Vice Chair as detailed under item 3b above.

The Chair spoke about the process of succession planning and the creation of a timeline for the process, noting if there were a governor on the board who would step up to Chair ship, or, if this presents as opportunity for an incoming governor.

c. Impact Report for 2019-2020 & (d) SIP/Agreement of 2020-2021 Targets

The Chair is liaising with the committee chairs re the Impact Report.

d. Local Academy Committee Self Evaluation

The Chair has approached the NGA to carry out a review of governance. Awaiting reply. January 2021 was seen as an appropriate time to undergo review which will include the NGA speaking with governors to review the impact and effectiveness of the Local Academy Committee.

e. Black Lives Matter

ACTION: SC and CH, arrange opportunities to engage and hear pupil and parent perspectives via conversations at parent evenings etc.

ACTION: The Chair will speak with SC and SG with a focus on BLM and decolonising the curriculum and how the Local Academy Committee will feed into this agenda.

f. Closing the Gap

The CFC committee have engaged in conversations on closing the gap, especially post Covid-19.

g. Staff Wellbeing

The Chair recognised how hard all staff have been working and are continuing to work in the current Covid climate, noting that staff do not have opportunities for 'water cooler chats' as would previously be the norm. The Chair noted that staff wellbeing sits with the LAC and flagged that currently staff connection and communication are not happening as they used to, and for governors think about how to support staff wellbeing especially in a socially distanced environment. This was noted this as a concern.

The CFC committee will review this at committee. SC and JDB will follow up in new year. **ACTION**

Q: Is the employee support scheme being used more in the current climate and is it available to staff who reside out of borough?

A: The School Business Partner informed that the employee support scheme is available to all staff and spoke briefly about the return-to-work process and signposting if a staff member has been absent.

The Chair of the Resources committee informed that personnel issues are discussed at Resources committee and that data from staff surveys is received twice a year.

A governor noted that 'water cooler chats' are distinctly different to an employee accessing the support scheme. The Chair of the TLA commented that a focus on staff wellbeing has been identified for upcoming governor visits.

10. HEADTEACHERS UPDATE

a. Exam update and progress information – brief

Data about exams is in the Heads Report. Retakes of exams are currently underway for a small number of students who wished to retake their GCSE's and A Levels.

b. Any section of Heads Report on which governors need clarity.

The Head asked if governors had specific questions about the Head Teachers Report.

Q: Are there plans in place to increase the small numbers of Y12 pupils and the 6th Form more and are we expected to lose students between Y12 and Y13?

A: The Head replied that this is a difficult question for all schools now as external recruitment figures are low as students have tended to stay in the schools, they were in in Y11. Some students had high teacher assessment grades and got into a local 6th Form which may not have been the case previously. Numbers in the 6th Form have remained the same as last year although it was planned to increase to 300 by 2022.

A virtual tour of the 6th Form is on the school website. There are plans to work with a school who do not have a 6th Form where historically pupils have joined CGA. Assemblies about 6th Form with current Y11's are underway, along with local advertising as this is the start of recruitment season. Impact can be updated on next month as 6th Form applications will be in.

Retention is high. Most Y12 – Y13 students doing A Levels and Level 3 BTEC will stay on. Some students will leave whose natural progress would be onto a level of BTEC not offered at CGA. It is anticipated that if Y11's can stay until the end of their courses and sit exams (without lockdown/school closed), that will support massively.

c. School building

In response to a governor asking about the 6th Form building, the Head informed that the steel frame is up, and progress is being made. The build is approx. two weeks behind schedule but because it is so early on, it is anticipated that this time will be made up with an expected move in date of July 2021.

Covid Response

d. Update – current school matters

The Head informed that before half term there were a number of Covid cases. The school follow the protocol and after the first case the school were inundated with concerns from parents. The school have sent out a letter based on the DfE model to make it clearer to parents. There have been no further positive cases since returning from half term break and school continue to follow all the H&S guidance.

e. Pupil Premium/disadvantaged pupils & catch-up Interventions - update

Currently a comprehensive catch-up programme is being put together. DfE funding is being used for this purpose (£68k) and some intervention is being delivered internally. Some funding has been secured for 6th Form and conversations have started about the national tutoring programme, which CGA will sign up to, and in the first instance will engage approx. 40 pupils (approx. £3k) in core subjects.

To further support core subjects in house, an additional post of teacher of maths has been recruited to, along with a qualified TA who will support with chemistry, geography maths and English up to A Level.

f. Catering

The Head thanked the School Business Partner who has been working with the Caterers to roll out the new catering arrangements. The quality and presentation of the food is phenomenal and has quickly caught on with pupils and staff. Catering revenue has increased by over 100% in two weeks even on a limited menu. Standards will be monitored. Systems are being introduced for 6th Formers so that they can access the canteen during a free period in the late morning.

11. SELF-EVALUATION FORM EXPLORATION & UPDATE

The Head informed that when the self-evaluation form (SEF) was due to be undertaken in September, it was felt that not enough time has elapsed since the Ofsted inspection, and it was decided to update and then pause the SEF. The Head has found a model template for the SEF which is more condensed and looks at each of the Ofsted areas, evaluations, and next steps. The SEF has been shared with the SLT and will be reviewed on a termly basis. It is felt that T&L outcomes has moved from good to good+. The Head will share the SEF with governors and asked that governor's feedback. The 6th Form is strong and in the top 10%.

ACTION: Head to circulate SEF to governors. Antonia to post to Teams.

ACTION: Governors to feedback to Head on SEF.

12. WANDLE LEARNING TRUST UPDATE

a. Ernest Bevin

WLT have been supporting EBC with an arrangement which is set until Christmas. This is working well. The Head has spent little time at the college (two days per week) as an Interim Head has been placed and a new Head has been appointed to start January 2021. The Head works with the incoming Head and the Chair of Governors one day per week to plan transition.

b. Wandle Learning Trust Development Plan

A Trust Development Plan had been drafted which sets out the strategic priorities and cascades down from the Trust to school levels.

c. Paxton

Paxton school moved into their new building and are going from strength to strength. Admission numbers continue to increase although there is sizeable amount of work to continue to do in this area. The school is in a much better position than currently than last year.

d. Ravenstone

Ravenstone school joined the WLT at the beginning of October and the transition has been smooth. The Head thanked Leah Milton, School Business Advisor, who is working across Ravenstone and CGA and has supported the transition.

e. Finance update – minuted under item 16c.

13. HEALTH & SAFETY

- a. Annual Audit Report** – this is covered under Head Teachers Report to Governors.
- b. H&S Link Governor/s Report** - No report.

14. SAFEGUARDING

- a. Keeping Children Safe in Education (updated 1st Sept. 2020)**

ACTION: Clerk to liaise with AM re governors recording their having read KCSIE (Part 2).

- b. Report from Safeguarding Link Governor**

Judi Dumont-Barton and Sarah Coyte are safeguarding link governors and have completed updated policy work with CFC committee.

- c. GDPR Report – annual**

ACTION: Clerk to liaise with Paul Hepworth.

- d. Single Central Record**

ACTION: JDB to complete a written report following visit on SCR.

15. GOVERNANCE MONITORING & POLICIES

The policy schedule and work plan are attached to the terms of reference.

16. REPORTS FROM SUB COMMITTEES (incl. any policies for LAC to ratify)

(Draft committee minutes were sent to committee chairs. Wider circulation was delayed due to Covid related pressures in school. Minutes will be posted soon). **ACTION: Clerk**

a. Children, Families & Community Chair, S. Coyte

The CFC committee Chair and Clare Holley updated the committee:

- Covid risk assessments were reviewed.
- Recommendation that that LAC adopt the policies below.

AGREED & ADOPTED: Attendance Policy - addendum

AGREED & ADOPTED: WLT Safeguarding Policy

AGREED & ADOPTED: Behaviour for Learning Policy - addendum

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|---------------------|-----------------------------------|
| b. Policy | Chair, JDB - Not reported. |
| c. Resources | Chair, J. Byramji |

The Chair of Resources updated the committee.

- Catering staff have been Tupe'd to the third-party outsourced catering provider.
- Financial outlook at the end of the year.
- Historically lettings provide income from outside of school funding. The impact of no lettings (due to Covid restrictions) has been significant. Letting's projections have been cautious.
- Other lettings have been taken up.
- The committee have reflected on how to ensure across the year that committee meetings have specific outcomes to cover the broad remit of the committee.

d. Teaching, Learning & Assessment Chair, R. Summers

The Chair of the TLA committee updated the committee.

- Exam presentation – reviewed. The information cannot be used as a comparison tool in terms of exam results and assessments.
- Catch up programmes will be discussed at spring term committee.
- Remote Learning Policy (new) has been drafted and recommending for approval.
- Home Learning Policy – minor amendments.
- Marking Assessment & Reporting Policy – minor amendments.
- Staff wellbeing.

AGREED: Remote Learning Policy

17. GOVERNOR VISITS – to be agreed.**18. LOCAL ACADEMY COMMITTEE ADMINISTRATION****a. Disclosure & Barring Checks (DBS)**

ACTION: Clerk will liaise with AM re checking governors DBSs are up to date.

b. Get Information about Schools

The Clerk confirmed that GIAS is up to date.

c. Website compliance checklist

CW confirmed that website compliance is in place and commented that some files are difficult to locate.

ACTION: CW to liaise with Crystal to look at reorganising the website

d. Code of conduct 2020-2021

The Code of Conduct sits within the WLT Governors Handbook. Typically, governors physically sign a register at meetings to indicate they have read the code of conduct. This is not possible due to remote meetings.

ACTION: Clerk and AM to liaise and devise a remote register for governors to sign against Code of Conduct.

e. **DfE Governance Handbook (updated 08.10.2020)** Governors to note the new update.

19. ANY OTHER BUSINESS

ACTION: Clerk to post onto Teams 'how to guide to e-signatures'.

MEETING CLOSE - The Chair closed this part of the meeting.

Date and time of future FLAC meetings

Spring term Monday 15th March 2020, 6:30pm

Summer term Monday 28th June 2020, 6:30pm

SIGNED
CHAIR OF GOVERNORS



DATE 15th March 2021

SIGNED
HEAD TEACHER



DATE 15th March 2021