

THOMAS ALLEYNE ACADEMY

Minutes of the meeting of the Local Governing Body of the Academy
held on Thursday 11th September 2014 at the Thomas Alleyn Academy, High Street,
Stevenage commencing at 6:00 pm.

Governors present: Alan Euinton (AE), Mark Lewis (ML), Julia Flanagan (JF), Eirwen Palmer (EP), Roger Luxton (RL), Julia Cooke (JC), Dr Rod Pullen (RP), Lynsey Steadman (LS).

In attendance: Tricia Phillipson (TP), Andrew McLeod (AM), Kaylee Bonja (KB)

AE welcomed TP to the meeting. TP is the Finance Director of North Herts College and attended the meeting on behalf of Signe Sutherland. AE advised that AM had recently been seconded to the Trust as Finance Manager for the schools and he would attend Part 2 of the meeting. Introductions were made and AE welcomed JF and ML into their new roles.

Summary of Decisions & Action Points

Item	Decision/Action	Responsible for follow-up	Timing
2	Annual eligibility declaration and register of members' interests forms circulated to governors. KB to inform AE of outstanding forms	KB/AE	Immediate
3	Klaas Luchies to be invited to the next meeting to explain the new Progress 8 measure. Add item to Part One of the next agenda	JF/KB	Before next meeting
4	Agreed to rename the Academy Strategic Plan the Academy Development Plan. Action points have been determined since the draft was circulated to governors. The finalised plan to be circulated with the first review point completed	JF	Next meeting
	Governor response to the proposed changes to the Admission Policy was positive. The proposal to be discussed at each Da Vinci LGB meeting and the Trust	ML	October Trust meeting
	A new role to co-ordinate the timetable across the three schools has been created and JC has agreed to undertake this	JC	Immediate
5	Correction to previous minutes – Add KT's apologies	KB	Immediate
6	4 JF to bring staff training programme to the next meeting	JF	Next meeting
	6 ML to consider a method for the evaluation of the Local Governing Bodies' performance	ML	Next meeting
7	AE to contact AM in advance of the November meeting to inform AM of the information required	AE	Before next meeting

8	6 Enrichment -The new enrichment programme will be made available as a booklet for the Open Evening (18.09.14)	JF	18/09/14
	10 Health & Safety – JF to follow up issues re vandalism on the school field during the summer holiday period	JF	Ongoing
	Governors were reminded of the Open Evening to be held 18 th September and informed of planned 'Governor in School Days' for 2014/2015	ALL	Note dates please
9	RL volunteered to join a working party to review school policies across the group	ML/RL	Ongoing
10	The draft Strategic Risk Register was recommended for approval by the Trust	ML/AE	October Trust meeting
	Risk management to be added as a fixed agenda item or a standard heading within the Principal's Report	KB/JF	Next meeting
12	i. SC's resignation as a governor was accepted	KB	Immediate
	ii. Annual Safeguarding Report to be added to the next meeting agenda	KB	Next meeting
	iv. the date of the Autumn 2014 Governor Conference is likely to change.	KB	As soon as date confirmed
	v. ML to contact Stevenage Borough Council re the pedestrian safety works to the front of the school	ML	Immediate

Detailed Minutes

Part 1:

1. Apologies for Absence

Apologies were received from Alan Browne, Howard Crompton, Jonathan Ellam, Carol Hayman and Keith Turner.

2. Declarations of Interest

AE asked if there were any declarations of interest not already recorded. There were none. The guidance notes and forms for the annual eligibility declaration and register of members' interest for 2014/15 had been circulated to governors in advance of the meeting. KB to inform AE of outstanding declaration forms.

3. Examination Results

A paper had been circulated in advance of the meeting.

JF spoke to the report and highlighted movement in performance on previous years at A Level, BTec, and AS Level. 100% of A Level students gained university places. Analysis for guest students had been included as a separate column. The increase in U grades for AS Level has led to the Business Studies and Computer Science courses not continuing to A Level. The entry criteria for these subjects has been raised for future years. Overall the success rate and retention rate for AS Level has improved. Some guest students struggled with ICT. However, this was the final year

of the consortium with Barclay School. After further questions on the analysis JF moved onto the Key Stage 4 results.

Each table was examined in turn, JF gave further information and highlighted the issues and agreed actions. A significant factor affecting the achievement of 5ACEM was changes to how many vocational subjects count in the headline figure (maximum of 2) and the value given to each BTEC qualification being capped at the equivalent of one GCSE. The current Year 11s are tracking at 47% which is the highest percentage for the school at this stage of the year. RL asked about changes to the EBacc and the view taken by Ofsted. JF considered it would be useful for Klaas Luchies, new member of SLT responsible for data to attend the next meeting to explain the new Progress 8 measure as a Part One agenda item. Agreed

The progress of boys in English was noted, particularly at 4 levels of progress where boys had outperformed girls. Boys made better progress in maths. Progress and the impact of intervention of SEN and PP students will be looked at in more detail. Although the Gap Analysis table shows a narrowing of the gap of progress in Maths, the school is not satisfied with this because the overall results for maths was lower this year.

Points raised from the Subject Historical Trends (including comparison against target and national data) included high level of achievement and significant improvement in art and design, French, and geography. The changes to the appraisal policy had a significant impact on the level of achievement in art and design. It will be the final year of the child development course and last year it had been difficult for teachers to deliver, especially the coursework element, as supply teachers had been used to cover the course in year 10. Media is no longer being taught but JF thought the figure in the table could be incorrect and would recalculate. Achievement in core sciences and all vocational courses was good. The accuracy of tracking data was discussed and actions included cross moderation with Barnwell School for 'lone' teachers to help ensure standardisation.

Finally 3 or more and 4 or more level of progress by subject data was looked at. Subjects where targets had been exceeded were art, geography, French, and religious education.

AE thanked JF for a comprehensive set of data.

4. Strategic Plan

A paper titled 'Academy Strategic Plan 2014-15' was circulated in advance of the meeting.

JF presented the paper and highlighted areas of note. The 3 Acting-Principals of the NHSST schools are keen to promote cohesion cross the three schools, so they have agreed to rename the Academy Strategic Plan 2014-15 the Academy Development Plan 2014-15. The five strategic objectives are common to all three schools but the action points and success criteria will differ according to school specific need. The plan circulated was in draft format as the success criteria for all action points had not been determined. This work has now been completed so JF will circulate the completed plan with the first review point completed in time for the next meeting. EP asked if the starting point for each objective is known. JF replied it is known and it will be shown on the plan. RL asked how outstanding student learning and exceptional progress is quantified. ML said this would differ across the schools but in general terms would mean 4 and 5 levels of progress. AE said it would be beneficial to incorporate some of the development plan action points in the next learning walk. Agreed.

ML drew governors' attention to action point 5.7 – to increase the PAN at KS3 in order to act as a feeder to Da Vinci Schools and tabled a marketing sheet for the

forthcoming Open Evening. ML explained how by making a change to the Admissions Policy Thomas Alleyne Academy would act as feeder to the Da Vinci Schools. Good information, advice and guidance coupled with knowledge of individual students would help to ensure that students make the choice that is right for them at KS4, and help the Da Vinci Schools achieve PANs whilst admitting the right students. Across the North Herts Studio School Trust and North Herts College students have the opportunity to access a wider range of courses than students from any other school in Hertfordshire.

RL noted from the minutes of the July Trust meeting that the idea for the Da Vinci Schools to recruit students from Year 9 had been put forward. ML explained that idea will not be followed up as the plan for Thomas Alleyne to act as a feeder school is a better long term plan for the group and it is now likely that the Da Vinci Local Governing Bodies will favour this strategy. The marketing document was well received and the only comment was that it is lacking in creative vocations. Issues of competition for the same subjects was discussed and it was clear that some subjects will be taught across the schools but the method of delivery will be different and students will be matched accordingly. Timetabling across the group will be essential and JC has taken on this role.
AE thanked JF and ML.

Andrew McLeod arrived. Andrew was welcomed and introductions were made.

Part 2:

5. Minutes of the meeting held on 26th June 2014

Keith Turner's apologies had been given and were not recorded in the minutes. Subject to this correction the minutes were agreed as a true record and signed by the Chair.

6. Matters Arising

3 The Senior Student Team had not met since the last LGB meeting. The funding for the printer had been agreed. JF to check it has been installed.

4 Helen Russell had consulted with support staff regarding training needs. JF to bring training programme to the next meeting.

8 The 2014/2015 budget was received and adopted by the Trust.

6 AE and KB met to review Local Governing Body performance and attendance of members. There were 2 slight concerns but valid reasons for absence had been given. The expected level of attendance is 70%. No further action was required and monitoring will continue. Evaluation of LGB performance is a criteria set by Ofsted. ML to look at this for all 3 schools.

HC has taken the role of link finance governor and will be invited to relevant finance related meetings.

Slides from the Stevenage Governor Forum held 24th June were circulated to governors.

7 Staff appointments to the posts of Acting Executive Principal and Acting Principals had taken place and been communicated to parents. Positive reactions had been received.

11 Policies covered by the agenda.

Parents had been informed of the changes to the Attendance Policy and the amended policy is on the school website.

14 A letter of thanks to TASA had been written and sent to Sarah Carter as Chair of TASA. An article to thank TASA had also featured in the final newsletter of the previous academic year.

The day of industrial action, 10th July, had run smoothly. There is no news of impending industrial action.

KB circulated the agenda for the governors' summer conference.

7. Finance Report

Management Accounts to 31st July 2014 were circulated in advance of the meeting. Andrew reported an improvement on the 2013/14 full year forecast – a surplus of £111,194. This is a good position for the academy. AE said that some further coding work needs to be done, but the position at the end of the financial year, 31st August, will be positive. TP asked how the local governing body would like the management accounts to be presented. AE said the presentation of the figures is good and the narrative to accompany the figures is very helpful. EP queried governance costs. This was training costs for governors. AE commented that it was pleasing that the budgeted income for activities had not only been achieved but was exceeded. Investment income had not been achieved but it was agreed that the level of income from investment would be outweighed by the cost of the associated loss of free banking – bank charges would be likely to exceed investment income at present. AM is working with Michelle Harris to ensure that everything is on the system and ready for audit. AM to raise any concerns with JF and ML. RP asked if the auditors are the same as used previously by the Thomas Alleyne School. The Trust auditor is Wagstaffs and the audit is scheduled for the week commencing 6th October. TP informed governors that AM is seconded to work for the Trust 4 days per week and continues to work for NHC 1 day per week.

Service Level Agreements (SLAs) are being finalised and the aim is to have all in place and signed by the October Trust Board meeting. The SLAs will provide a clear set of expectations for user and provider. There is no longer a need for a SLA for exams as a new Exams Officer post has been created across all 3 schools. Anna Skotnicka will take up the new position in October. A new Principal's PA to be appointed at Thomas Alleyne Academy on less hours. Overall this represents a saving of around £8,000.

It was agreed that AE will contact AM in advance of the November meeting to inform him of the information required.

AM was thanked for his report and he left the meeting.

8. Principal's Report

A report had been circulated in advance of the meeting.

JF highlighted the following:-

- 1 **Numbers on Roll** – JF to check accuracy of figures quoted in the report
- 6 **Enrichment** – the enrichment programme will be included in a booklet produced for the September Open Evening
- 7 **Staff and Personnel** – Adverts to recruit the to vacant posts have been placed
- 8 **Property**- Michelle Harris (MH) had a site meeting re the Maltings building today. The work is on track and under budget. This should help with the cost of the fitments to the interior of the building. It is anticipated that the interior work will be completed 6 weeks after the exterior work. It was clarified that roofing works will be carried out before the window refurbishment. EP asked if the school would be paying for the window repair to the School House. ML assured this will be paid for by Herts County Council.
- 10 **Health and Safety** – A fire drill had taken place today. It had gone smoothly and the school buildings were evacuated within 4 minutes. A couple of minor issues will be addressed.
MH met with the local PCSO today concerning vandalism on the school field during the summer holiday period and will obtain quotes for fencing around the field although it is known this will be expensive. The problem of fly tipping on the Priory field was noted. EP informed governors she believed Year 11s

from TAA and Barclay School burn their books there. JF to address with students.

Governor support at the Open Evening to be held on 18th September was requested. HC, JE, EP and AE will attend.

Planned dates for 'Governors in School Days' were given as 20th October 2014 (theme Respect), 11th February 2015 (theme Pride) and 14th May 2015 (theme Create and Succeed).

9. Review of Policies

There were no policies for review at this meeting. ML tabled a paper which outlined the process for updating school policies. AE asked for a volunteer from the TAA LGB to work with governor representatives from the Da Vinci Schools, ML and KB. RL volunteered.

10. Risk Management

A draft Strategic Risk Register for the Trust had been circulated in advance of the meeting. AE highlighted that it is the responsibility of the local governing body to monitor risk. This draft is to be tabled for approval at the meeting on 7th October. ML will then produce individual and more detailed risk registers in conjunction with the Principals for each school. AE added that currently the risks are falling but any significant changes would come to the Local Governing Body to consider mitigating actions. He also requested that risk management is added as a fixed agenda item or becomes a standard heading within the Principal's report.

11. Trust Report

KB confirmed that minutes of the July Trust meeting had been circulated to governors. ML gave a verbal update. The new staffing structure is working well and there has been a smooth start to the new academic year. The Da Vinci Acting Principals (APs) have appreciated JFs help and support. ML praised JF and thanked her for her support of other APs. Service Level Agreements are almost complete and staff are able to benefit from the partnership. For example, participation in NHC's car purchase salary sacrifice scheme. The Old Grammar School building is partially open for use by the Da Vinci Studio School of Creative Enterprise. The top floor is in use and half of the ground floor. It is anticipated the remainder of the building will be open to students by half term.

12. Any Other Business

- i. **Governor resignation-** Due to personal circumstance Sarah Carter had resigned her position as a governor. She will continue in her role as Chair of TASA until the next AGM, January 2015. ML, JF and AE had each written to thank her for her contribution to the Local Governing Body.
- ii. **Safeguarding Report** - EP reminded the Chair and Clerk that the Annual Safeguarding Report should be presented at the next meeting. KB to add to the agenda.
- iii. **Herts for Learning Development Handbook for Governors** – these are available for governors. Distributed to governors present. KB is holding the spare handbooks.

- iv. **Autumn 2014 Governor Conference NHC and NHSST**- ML alerted governors that the date of the joint governor conference could change. Governors will be informed as soon as the date is confirmed.
- v. **Pedestrian Safety Works** – RL asked when the safety works will be carried out. ML said that Stevenage Borough Council are looking for a solution for vehicular entry to the adjacent common land by grounds staff. ML to pursue.

Date and Time of Next Meeting: 13th November at 6pm

Signed as an accurate record of the meeting

Chair's signature:

Date: