

THOMAS ALLEYNE ACADEMY

Minutes of the meeting of the Local Governing Body of the Academy
held on Thursday 12th March 2015 at the Thomas Alleyne Academy, High Street,
Stevenage commencing at 6:00 pm.

Governors present: Chair- Alan Euinton (AE), Vice-chair - Jonathan Ellam (JE),
Executive Principal - Mark Lewis (ML), Principal - Julia Flanagan (JF), Howard Crompton
(HC), Eirwen Palmer (EP), Julia Cooke (JC), Dr Rod Pullen (RP), Lynsey Steadman (LS),
Stuart Melbourne (SM)

In attendance: Caroline Tyrwhitt (CT), Andrew McLeod (AM), Kaylee Bonja (KB)

Actions Summary

Item	Action	Person responsible	Deadline
3	Analysis of individual pupil premium students and the impact of actions	JF	Next meeting
	National research evidence and feedback on most successful interventions for pupil premium students	JF	Next meeting
7.4	Circulate CLA report to governors	JF/Clerk	When report is confirmed
7.7	Pursue Thomas Alleyne account fund held by HCC – liaison with former Chair of governors	JF	Next meeting
7.14	Removal of old Thomas Alleyne School sign	JF	Immediate
8	Draft budget for 2015/16	AM	Next meeting
	Breakdown of 'Premises Other' expenditure to Chair	AM	Immediate
	Breakdown of income and costs associated with lettings	AM	Next meeting
9	Presentation of 2013/14 PANDA report	JF	Next meeting
11	Subject to agreed amendments the four policies presented were approved and recommended to the Trust	ML/Clerk	Next Trust meeting
	JC to join policy review group.	Clerk	Immediate
12	Future Risk Registers to focus on areas of heightened risk only	ML	Next meeting
	To consider if there are skills gaps in the LGB and if there is a recruitment need	ML	Next meeting

1. Apologies for Absence

Apologies were accepted from Keith Turner, Alan Browne, Dame Pat Collarbone and Carol Hayman.

The Chair had received a letter of resignation from Roger Luxton. Roger had assumed further responsibilities in another role and felt the additional commitment would not leave sufficient time for his role as a school governor. The Chair had written to thank Roger for his time and commitment to the academy.

2. Declarations of Interest

AE asked if there were any declarations of interest not already recorded.

None

Part 1: Strategic Items**3. RAISE Online**

The DfE RAISEonline 2014 Summary Report had been circulated in advance of the meeting.

JF highlighted significant information on the report by the use of coloured boxes and commentary. Some data is not available as this is the first report for the school since converting to academy status. Destination and exclusion data is an example.

Areas highlighted:

- the academy's characteristics in the national context,
- level of absence – a positive downward trend over 3 years (Ofsted will not see the historical data prior to the school's conversion to academy status)
- prior attainment – the Year11 cohort was significantly below the national average on entry but on leaving the academy was in line with the national average
- attainment at Key Stage 4 – 5A*CEM gap has closed considerably over 3 years. 2012: 41% against 58% nationally to 51% against 55% nationally in 2014
- attainment at Key Stage 4 – Best 8 subjects shows a drop in 2014
- data for English, maths and other subjects was looked at. Figures highlighted blue indicates significantly below the national average and a green highlight indicates significantly above the national average. It was noted that attainment for sport and core science were above average and physics was below average. Governors were made aware of the different level of ability for certain subjects and the effect this had on that subjects results. Low and middle prior attainment students performed better than the national average
- attainment by characteristics was looked at and it was noted that the average point scores of white British girls was significantly below the national average.
- The Value Added is an improvement on previous years
- Expected progress KS2 to KS4 overall is 70% which is identical to the national average
- The English and maths closing the gap table was looked at in detail. RAISE does not show the data for 2012 and 2013 but the academy has the historical data. The gap for disadvantaged students was greater than the national average figure and measures are in place to address this.

Question: Is there an analysis of individual Pupil Premium students and the impact of the actions implemented? Is there research and feedback to demonstrate which interventions have had the most positive impact in Pupil Premium students?

JF agreed to look at both and report findings at the next meeting.

The governors had a good understanding of the RAISEonline report and thanked JF for the presentation. The School Development Plan addresses the areas for improvement highlighted by the report.

Action JF

4. Assessment of Progress

A document had been circulated in advance of the meeting.

JF explained that changes to assessment of progress would be introduced to prepare students and parents for the change in GCSE grades. The academy is trialling the words emerging, competent, confident, and accomplished against a numbering system of 1-9 for tasks of increasing difficulty.

Feedback will be provided to students via the Gold Assessment Sheets (GAS) and students' average scores will be reported to parents termly. The scores will be reset at the start of each academic year. External help will be required to assist with grading for some subjects and the Heads of Departments are using an inset day in April to work on the task.

Question: How will parents be consulted?

This will be done through a parent forum. National curriculum levels will continue to be used this academic year. The proposal has been explained to students and they will be given more detailed feed back via the GAS.

Question: Is this method of assessment scoring being used in other Stevenage schools?

It is believed to have been implemented in 96% of primary schools across Stevenage. There is no government advice to secondary schools.

5. Curriculum and Staffing

A paper was tabled at the meeting. This shows staffing resource by subject for 2015/2016. It is based on the number of Year 8 sets reducing by 1 set to 6 sets, 50 Year 11 students leaving the academy and 180 Year 7 students joining the academy. As funding is time lagged the funding for the additional 130 students on roll will not be received until 1 year later. The academy will require in the region of £100,000 to resource the teaching requirement for the additional students.

Question: How will the academy provide the level of staffing to meet the need?

ML has written to the EFA and DfE to alert them of the shortfall and to request that some of the additional funding is advanced to allow the academy to meet the need from September 2015. The alternative option is to apply to the EFA for a licensed deficit budget.

Staff recruitment is taking place in the following subject areas to cover existing vacancies – 3 maths posts, 1 English post for maternity cover, 1 design and technology post and 1 science post.

Question: Why are there 3 maths vacancies?

There is one existing vacancy currently covered by agency supply, 1 has another job starting September 2015 and one is an additional vacancy due to the rising roll of the academy

Part 2: Regular Business

AM joined the meeting

6. **Minutes of the meeting held on 15th January 2015**

The minutes were agreed as a true record and signed by the Chair of governors.

7. **Matters Arising**

Item 3: Higher ability students had received revision booklets. The academy will ensure the full range of abilities are catered for at future information evenings.

Item 4: A draft report of the DfE/LA visit to the Academy to review the provision and support to Children Looked After will be circulated to governors when it has been confirmed.

Overall the report states that Children Looked After are well supported and challenged to make appropriate levels of progress. Thanks to be extended to Klaas Luchies and Lesley Thompson for their work preparing for this visit.

Item 6: The actions summary table has been re-instated on the meeting minutes.

Item 7: Assessment framework – covered under Part 1 of this meeting
Data on Year 11 leavers summer 2014 – This information was tabled. Only 1 student, 1.1% of the cohort, is recorded as NEET. This is below the national figure of 4.7%.

Question: Are the 48 students within FE all studying at NHC?

Many are studying at NHC but several are studying sport at Oaklands College.

Action JF

Evaluation of Local Governing Body – agenda item for the June meeting.

Thomas Alleyne fund held by Herts County Council – there has been no progress. JF to liaise with the former Chair of Thomas Alleyne School.

Action JF

Policy Review Calendar – agenda item

Item 8: Confirmed that an inventory, not an asset register, was created at the time the Thomas Alleyne School converted to academy status and that there are no capital items, other than land and buildings, to depreciate. An asset register will be created as items are purchased and asset tags will be used to mark capital items.

Item 9: Two governors had participated on the behaviour panel. The governors gave feedback that the panel meetings had been constructive and well structured. Staff gave feedback that the students had agreed to targets and actions set by the panel and that the governors had been very helpful to the school.

The Chair had received notes from one Student Parliament meeting and the second set of notes will be received soon

Item 12: Risk Register – agenda item

Item 14: Removal of Thomas Alleyne School sign – outstanding

Action JF

8. **Financial Report**

Management accounts to 28th February 2015 were circulated in advance of the meeting.

The year to date surplus is £38,391 and the full year forecast surplus is £16,596. The forecast full year surplus is £12,241 better than budgeted. AM explained the variances to income and expenditure in the report commentary. A draft budget for 2015/16 will be presented at the next meeting.

The deadline for submission of the final budget to the EFA is 31st July 2015. Staffing will be the pressure point on the 2015/16 budget.

Action AM

Question: Premises Other is over budget by £11,102 what items of expenditure are included in this line of expenditure?

AM will send a breakdown to the Chair.

Action AM

The outcome of the Capital Investment Fund bid will be known on 20th March.

Governors had previously requested a breakdown of Other income which includes income from lettings, music, and catering. A breakdown of income received year to date against the full year budget with high end and low end expectations was circulated in advance of the meeting.

Question: The income received to date is £65,000 how realistic is it to expect to receive £108,000?

The invoicing for lettings is not up to date. Invoicing will be carried out more quickly and invoices to the value of £5,000 have been issued in the last few days.

Question: Is any income generated from uniform sales?

No, the school no longer supplies uniform.

Question: Where in the budget does the £108,000 income fit?

It is included in the income line 'Activities for generating funds' – full year budget £199,900

Question: £144,829 is the amount received to date from activities for generating funds. Where has the difference between the £65,000 raised from letting, music, and catering and the £144,829 come from?

This is an insurance refund

Governors requested sub headings for income and expenditure lines. AM advised governors that NHC will be introducing a new finance package between September and December of 2015 which will be extended to the Trust at a later date. The request for fuller detail has been taken into account and the new package will be able to produce more detailed reports for governors.

Question: Are the school lettings generating a profit or are they subsidised by the school?

A report detailing income and costs will be presented at the next meeting.

Action AM

AM was thanked and he left the meeting.

9. **Principal's Report**

The report was circulated in advance of the meeting. The updated Development Plan and SEF report were circulated in advance as appendices to the report.

JF gave further update to the following sections:

1. Numbers on roll: the academy has been allocated 180 students for Year 7 September 2015. The number of post 16 students will not be finalised until after the GCSE results are known.

2. Achievement: this was covered in detail earlier in the meeting. The current curriculum is not designed for the Progress8 measure. Changes to curriculum are taking place to better accommodate the measure. For example, BTEC qualifications are being scaled back; sport is now the only BTEC offered.

4. Teaching and Learning: a consistent approach is being taken across the academy. Staff feedback from the joint training sessions has been positive.

Governors commented that the day in school was well managed and very good. Governors were surprised by the size of the Student Parliament. As a result of the visit governors requested that the SLT consider a budget allocation to the Student Parliament in 2015/16

5. Behaviour and Safety: a phased re-integration, which involves the Da Vinci Creative School, is being implemented for the student responsible for the YouTube incident. It was considered to be a one-off incident and each stage of the re-integration is being risk assessed. A further assembly covering online safety will take place tomorrow for Year 10 and Year 11 students. The staff team managed the situation extremely well and were congratulated. Following the success of the action taken to improve behaviour of 2 Year 7 students a similar strategy will be used for some Year 9 students. A plan to improve homework setting will be implemented.

6. Enrichment: A governor was thanked for sponsoring space in the Stevenage magazine filled by academy students. In addition to the sporting successes reported the academy had won the Rotary Club technology competition, and the Karting Club had taken 1st and 2nd place in a recent competition. An analysis of enrichment has taken place. The percentage of Year 7 students participating in enrichment activities has risen by 5% to 82%. The Year 8 participation rate is 78%.

The development plan was rag rated on 4th March for the third half term and updates to the SEF are marked in yellow. Effectiveness of the 6^h form will be looked at in more detail at the next meeting and the 2013/14 PANDA report will be presented.

Action JF

An error was noted on page 15 of the SEF report. Last updated should read February 2015.

Question: Is there any update on the White House?

A survey has been carried out. ML will attend a meeting next week to discuss a property strategy. HCC has invited the academy to make an offer for the property. Before this can be considered the extent of liabilities to repair the property, (believed to be in the region of £500,000), and the value of the building after completion of works must be determined.

10. Executive Principal's Report

ML gave a verbal report.

- Matt Hamnett (MH) is now in post as the new Principal/CEO of NHC. MH is positive about the Multi Academy Trust and the partnership with the College
- ML is currently involved in the budget setting process which will cover the Service Level Agreements (SLAs) with NHC and costs of staff shared across the school group
- The Da Vinci Studio School of Creative Enterprise had a visit by the DfE at the beginning of March. Feedback from the visit was very positive and the DfE adviser was impressed by the measures put in place at the school to address concerns previously highlighted
- The Trust had confirmed the appointment of Dame Pat Collarbone as a director of the Trust and a governor of the Thomas Alleyne Academy

11. Policy Review Group Update

The following policies had been reviewed by the policy review group and the senior staff. The policies had been circulated in advance of the meeting.

i. Child Protection Policy

An additional section 'Female Genital Mutilation' had been added. A section will be added to cover the PREVENT strategy once it has been

established across the schools.
Policy approved.

Action ML

ii. **Allegations Against Staff Policy**

A revision to terminology was requested. The term compromise agreement will be replaced with settlement agreement.

Action ML

Policy approved.

iii. **Staff Code of Conduct** - policy approved

iv. **Sex and Relationship Education Policy** – policy approved

v. **Policy Review Calendar**

An updated policy review calendar had been circulated in advance of the meeting for information.

A volunteer was asked to replace RL on the Policy Review Group. JC volunteered. JC was thanked. The Clerk will make contact to arrange the next policy review group meeting.

Action Clerk

12. Risk Management

An updated risk register had been circulated in advance of the meeting. Future updates will be presented differently to give focus on any areas of heightened risk.

Action ML

The resignation of a governor would require the academy to consider if there are any skills gaps and whether a replacement should be recruited.

Action ML

Governors were asked if any risks had come to their attention. None

13. Dates of future meetings

The next meeting will be held on 30th April 2015 at 6pm.

A proposed meeting calendar was circulated in advance of the meeting.

Governors were asked to review the proposed dates and feedback any diary conflicts to the Clerk.

The date of the annual conference for governors and directors of the North Hertfordshire Studio School Trust has been set as Wednesday 1st July from 2pm. The venue will be confirmed.

14. Any Other Business

- i. JE was confirmed as Vice-Chair.

The meeting closed at 8.00pm

Signed as an accurate record of the meeting

Chair's signature:

Date: