

**A meeting of the Local Governing Body of Carlton Miniott Primary Academy
held on Wednesday 21st February 2018 at 6.00pm, at the school**

Present: Chris Dale (Chair), Steve Crocker (Head), Paul Turner, Lorna Mallet, Pat Almond, Elizabeth Foster and Alison Flouri

In Attendance: Chris Armstrong (Maths co ordinator) and Dianne Mousley (clerk)

- a. Ensuring clarity of vision, ethos and strategic direction;
 - b. Holding the headteacher to account for the educational performance of the academy and its pupils;
 - c. Overseeing the financial performance of the academy and making sure its money is well spent.
- Agreed by the LGB

CM01.18	<p>The clerk welcomed everyone to the first meeting of Carlton Miniott Academy.</p> <p>The appointment of Chris Dale as Chair of the LGB for 12 months by the Trustees was confirmed.</p> <p>The appointment of the clerk by the Trustees was confirmed.</p> <p>Governors accepted apologies from Joanne Carver and Anita Amebury (DHT).</p> <p>Major William Bailey did not attend the meeting. Action: Start time for all future meetings will be 6.00pm.</p>	clerk
CM02.18	<p><u>To elect a Vice Chair</u> Pat Almond proposed and Alison Flouri seconded and everyone agreed that Elizabeth Foster be elected as Vice Chair for a 12 month term.</p>	
CM03.18	<p><u>Declarations of Interest</u> No declarations of interest were noted.</p> <p>Governors completed the Register of interest forms at the meeting and handed them to the clerk. Action: The remaining governors to complete and return the Register of Interest form before the next meeting.</p>	govs
CM04.18	<p><u>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available to the public</u> Resolved that the item on staffing be treated as confidential and excluded from the minutes made available to the public.</p>	
CM05.18	<p><u>Notification of Urgent Other Business</u> No other business was identified.</p>	

CM06.18

Presentation by Chris Armstrong; maths co ordinator

Chris works closely with the Year 5 and 6 teachers. He has attended training on Elevate's Keep Up Not Catch Up, specifically on pre teaching and corrective teaching. This is being rolled out at Carlton Miniott and the early indications are very positive.

Pre teaching: a small group of children who have been previously assessed are given the concept of the lesson prior to the lesson. E.g. yesterday conversions of units of measurements was explained to the group prior to the lesson. The children were then able to achieve more during the lesson as they had ownership of the topic.

Corrective Teaching: Again, this is for a group of children to spend some time after a lesson with the teacher to go over what has just been taught. This cements their understanding.

Children are engaging in both systems as they look forward to the sessions.

6.15pm: Paul Turner arrived.

Question: How do the TAs support this?

Answer: Pre teaching is teacher led, as it embeds quality first teaching. The TAs remain in the classroom. Pre teaching takes place every morning and corrective teaching from 12.00pm to 12.15pm.

Question: Will this be reviewed half termly?

Answer: Yes, as well as continual reflection. Teachers have embraced the concept and it is working well.

Question: Will this good practise be shared?

Answer: Yes. Elevate teachers from the 6 academies are continually sharing good practise and ideas. Before, interventions were geared to years 5 and 6 but Keep Up Not Catch Up is for all year groups. Gone are the days when teachers wait until year 6.

Reasoning problems: Highers are being challenged more with reasoning problems as this has not been done before.

Question: Are parents being informed of these new strategies?

Answer: They will be when Carlton Miniott receives the documentation from Elevate.

The start of the day will be changed for KS1 when pre teaching is introduced. Parents will be informed of this.

The link governor for maths has visited the Academy to observe Chris teaching. His teaching modelled strategies discussed at governing body meetings e.g. Chilli challenges. These strategies are working and the link governor reported they now need to be consistent across the Academy.

Question: Is there a particular cohort who are not making the expected progress?

Answer: There is a general theme of years 3 to 5 girls not making the expected progress. Since pre teaching has been introduced the girls confidence is growing.

All children enjoy the Chilli challenges. Long term these strategies will be introduced from Reception class.

Reception: The extra member of staff in the classroom has helped. The Head would like to introduce pre teaching but the administration of choosing lunch etc takes time. Pre ordering lunch could be introduced, together with opening the doors at 8.50am to allow children to flow into the building, rather than line up. Pre teaching and independent learning could then take place from 9.00am to 10.00am; 10.00am to 10.15am snack time led by the TA with story time or news time which then frees the teacher to take a group of children.

The class could gain an hour of teaching in the morning if lunch administration could be sorted. This would obviously benefit the children

Question: What is the downside of these new strategies?

Answer: They have not been implemented long enough, although there does not seem to be a downside. Although the strategies come from Elevate they are being implemented the Carlton Miniott way with teachers putting Carlton's ownership on them e.g. working walls.

The Head explained this is about priorities as education changes, and being part of Elevate supports this. There will come a point when teachers will no longer have to tweak the new strategies.

The Chair thanked Chris for his presentation and the work he does for Carlton Miniott.

6.35pm: Chris Armstrong left.

CM07.18

Governance

a. **To confirm structure of the LGB, including committees:** The Chair confirmed that the current structure of the LGB would stand. As the structure did not include committees the LGB would continue to meet regularly.

b. **Terms of office:** The clerk explained Trustees had agreed that these would be continuous to stagger the terms.

c. **Local governor vacancies: Alison Flouri is now a co opted governor.**

d. **Scheme of Delegation:** This is a large document.
The Chair asked governors to read through it.

Governors agreed to adopt the scheme of Delegation. The Chair signed the Scheme of Delegation, and governors signed the Code of Conduct for governors which was set out in the scheme.

e. **Skills Audit:** Governors were asked to complete the skills audit and hand it to the clerk.

f. **DBS:** These are up to date.

g. **Link governors:** This is listed on the website.

h. **Edubase:** This is now called GIS – Get information about schools.

	<p>Records have been completed.</p> <p>i. Governor training: Governance Handbook 2017 had been circulated to governors.</p>	
CM08.18	<p><u>Branding Signage and Website</u></p> <p>The clerk explained that as part of Elevate there would now be ‘company’ branding and as part of the economies of scale signs etc should be purchased through Elevate.</p> <p>The website has to include Elevate’s details. The prospectus would be rewritten once the Teaching, Learning and assessment had been agreed by the Head teachers.</p> <p>Signage: The new sign will be repositioned to be more visible.</p> <p>Uniform: The academy and Elevate logo will appear on uniform but parents will only need to purchase the new uniform when they have to.</p> <p>Action: To ask central services to send a letterhead template.</p>	Clerk
CM09.18	<p><u>Elevate</u></p> <p>Governor Training: Elevate are running a governor training session on 22nd February 6.30pm to 8.30pm at Meadowside Academy.</p> <p>GPDR: The clerk, as data protection officer, will be implementing the new regulations for the Academies.</p> <p>Other schools joining/update: Sowerby and Knayton had joined Elevate at the same time as Carlton Miniott.</p> <p>SLA: The clerk explained she and the CFO(chief finance officer) were looking at the SLAs with regard to economies of scale and negotiating new contracts.</p> <p>Email addresses: Governors will be receiving Academy email addresses and papers for meetings will be put on Office 365 to ensure secure access.</p> <p>Whats App: The clerk suggested a What App group be set up to ensure swift communication between governors.</p> <p>Action: The clerk to set up a Whats App group.</p>	clerk
CM10.18	<p><u>Safeguarding</u></p> <p>Keeping Children Safe in Education -part 1: This had been circulated to governors who had read and understood part 1.</p> <p>Prevent and Safeguarding children on line training: The clerk reminded governors they needed to complete this training.</p> <p>Safer Recruitment: This had been completed by the Head and Alison Flouri.</p>	

CM11.18	<p><u>Residential Trips</u> The clerk explained that overseas residential trips needed to be agreed by the Trustees. Additional insurance would need to be taken out by the Academy for an overseas trip.</p> <p>Year 4: 2 nights stay at East Barnby in May 2018. Year 6: 5 nights stay at Bewley Park in September 2018</p> <p>Governors agreed to the above residential trips, subject all appropriate risk assessments being carried out.</p> <p>Elevate are using Evolve for the next 12 months.</p>	
CM12.18	<p><u>School Dinner pricing and staffing</u> Staffing: Governors agreed that due to the resignation of the HLTA an advert should be placed locally.</p> <p>School Dinners: The charge for a school dinner is £2.10. NYCC has increased the cost of school meals to £2.30 and the government are to charge £2.39 for FSM. Therefore, there is a shortfall of 9p. In principle governors agreed the cost of meals needed to be increased but discussed whether this should be a staggered increase or 1 increase. One of the reasons for the increase is due to the new living wage. This increase applies to all North Yorkshire schools, whether maintained or academies.</p> <p>Governors agreed to increase the cost of school lunches to £2.25 from Easter 2018.</p>	
CM13.18	<p><u>Review use of PP money</u> The Review is on the website. Teachers meet with parents once a term to offer support.</p> <p>Year 6 PP children: as maths is a focus an extra TA has been employed.</p> <p>Forces children: a weekly support club is held during lunchtime. This gives the children an opportunity to discuss any concerns.</p> <p>Question: How do other schools manage PP? Answer: A PP report should appear on school's websites. It should also state the amount each school receives.</p> <p>Carlton Miniott's use of PP funding may change once Keep Up Not Catch Up is embedded and the impact can be gauged.</p> <p>Question: Are all children who are eligible for PP applying for it ? Answer: No because of FSM some parents do not see the need to apply, although the Academy is promoting PP.</p> <p>Action: The Head to ask other Heads how they encourage parents to apply for PP.</p>	Head

CM14.18	<p><u>H&S: Report</u> The floor has been replaced in the year 1 and 2 cloakroom.</p> <p>The Report has been circulated to governors. There are no major issues. The ladders need to be replaced.</p> <p>Question: Have the fingerguards for the doors been replaced? Answer: This will be done on a rolling basis.</p>	
CM15.18	<p><u>Safeguarding</u> The Head informed governors there had been 2 minor safeguarding issues which had been investigated and concluded.</p>	
CM16.18	<p><u>Review SDP</u> The SDP was circulated at the meeting.</p> <ul style="list-style-type: none"> • Completed actions had been highlighted. • Some actions have been superseded since becoming an Academy. • Lower KS2 the maths co Ordinator was already working on improving maths across the Academy. <p>Question: Will Carlton Miniott review their aims and values? Answer: Yes, once Elevate have published their updated ethos and vision.</p>	
CM17.18	<p><u>Governor Visits: feedback</u> Leadership and Management meeting 23.01.18: The link governor reported:</p> <ul style="list-style-type: none"> • Curriculum groups have been set up; • To develop drive from KS leaders; • To organise regular focus meetings; • To set up new arrangements for the school council; • To have a better understanding of Tracking; • To improve PE leadership; • To improve communication with parents. <p>The Head reported teachers have been empowered since joining Elevate. They are sharing best practise and expertise with the other Elevate Academies. They are being given new ideas and concepts, told to try them, then give feedback and move forward.</p> <p>Book Scrutiny: This was based on English, spelling, presentation and handwriting across the Academy. Team leaders then discussed the results with the teachers and where improvements could be made. The governor reported the staff were enthused by the new strategies and the impact it is having on the children.</p> <p>Question: Do teachers look at other year books? Answer: Yes, a selection is brought to the staff meetings.</p> <p>Keep Up Not Catch Up: The governor focused on the below average children in lower KS2. The focus was on spelling and the children’s views across 4 classes. The children were very positive and conversant in the strategies that teachers were using. The staff were very accommodating and welcoming.</p> <p>Action: To upload governor visit reports on the governors page of the website.</p> <p>Reading: The link governor targeted lower middle boys who are not reaching their</p>	Govs

	<p>potential. There is a muddy bush craft and club which is ensuring the children are engaged and motivated.</p> <p>Year 2: The link governor explained money was needed to invest in IT. E.g. The children were so enthused to carry out a science exercise on melting ice on iPads. The iPad is a hook to learn.</p> <p>The Chair challenged governors to think of ways to encourage parents to support their children, perhaps through a workshop.</p> <p>Action: Alison Flouri to meet the Head to discuss Data, key priority 2 and teaching and learning priority.</p>	AF
CM18.18	<p><u>Minutes of the previous meeting dated 10th January 2018</u> Action: Agenda item for the next LGB.</p>	clerk
CM19.18	<p><u>Policies</u> Governors agreed that the Academy's policies would remain in force until replaced by Elevate's policies. Governors agreed to adopt Elevate's Complaints policy and Health and Safety policy. These had been circulated prior to the meeting.</p> <p>Elevate has produced a safeguarding and H&S leaflet for Academies to hand to visitors. Action: Substance Misuse policy – governors to read and approve at the next LGB.</p>	clerk
CM20.18	<p><u>Date of Next Meeting</u> Wednesday 28th March at 6.00pm</p> <p>Governors are invited to attend Keep Up Not Catch Up training on 27th March</p> <p>The meeting ended at 7.55pm</p>	