

BRIGHTER FUTURES MULTI ACADEMY TRUST

Siddal - LGB meeting (PUBLIC MINUTES)

Date: Wednesday 17th January 2018 (postponed meeting from 13.12.17)

Time: 6.00pm

Attendees: P Burton (Academy Member/Chair), R Gurteen (Co-opted Director, F Tomlinson (Parent Governor), C Wierzbianski (Staff Governor), S Moore (Parent Governor), C Howarth (AHT), H Wood (ADHT), C Roberts (Clerk)

ITEM	Minute	ACTION
1. si	Apologies and consent for absence	
	Apologies received and accepted from S Whitley	
2.si	Declaration of interest	
	R Gurteen – family relationship with staff member.	
3. si	Approval of previous minutes/matters arising	
	<ul style="list-style-type: none"> • Minutes were accepted and approved. • Matters arising: <ul style="list-style-type: none"> ○ Item 3: Transition: arrangement continued up until half term. MG spent 1 day per week. We would have liked to continue with the arrangement but due to staff sickness AT PLA this has not been possible. ○ PIXL: review meeting took place at the end of autumn term and AHT reported all groups had moved on and the scheme is running well. ○ Accelerated reader: all teacher and TA are now fully trained and scheme is used by Y3 upwards. ○ Attendance: assigned EWO who was working with the school last term has now left the post so the LA only has Senior Education Officer currently. All persistent absentee children have attendance charts in place. Following a recent review all persistent absentee children there had been an increase in attendance up to half term. AHT reported that a whole school new attendance initiative has been introduced sponsored by Vision for Education (supply agency) who have kindly offered to donate a £5 weekly voucher to KS1 and KS2 for 100% attendance and punctuality (including arriving on time and being collected on time) to help encourage better attendance for pupils/parents. Each week a child will be picked to receive the award from each key stage. They will also be donating a £10 voucher per half tem to be award to the family with the overall best attendance for the term. ○ Item 9: AHT advised missing leadership implications have now been added to all the evaluations. ○ Item 10: AHT advised free times table info is due to be added to the website. AHT will follow up. ○ HSA – still some work around reducing sugary drink still to be done. ○ Item 13: Safeguarding refresher training complete. AHT advised she is also meeting the LA Prevent lead tomorrow to discuss lack of support following school being caught up in the London terrorist during Y6 residential trip last March the impact this had on the children that have since left the school. 	AHT
4.si	Items declared confidential	
	Item 11 -	

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5.si	Urgent business not identified on agenda	
	None.	
6.	SLT Report – Autumn 2017	
	<p>AHT provided a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> • AHT advised meetings with governors need to be arranged to review/evaluate planning milestone to quality assure internal finding so Spring Organisational plan can be updated. The following meeting dates were arranged: <ul style="list-style-type: none"> ○ SEND – PB to meet HW 29.01.18 1.30pm ○ EYFS – FT to meet AHT 2.02.18 ○ R/W – RG to meet CW date tbc ○ Maths – SM to meet AHT date TBC • Decrease in number of persistent absentees in 2017-18 compared to 2016-17. AHT advised that the introduction of the new attendance initiative sponsored by Vision for Education should have a positive impact and act as an incentive for both pupils/parents. Introduction of a late book (parents have to sign chd in late and state a reason why) and locking the rear access gate at 8.55am has had a positive impact on punctuality. AHT reported we still have a significant number of children taken out for holidays. Penalty notices will continue to be issued where applicable to ensure consistency. Overall attendance is improving and more positive. <p>Q: Can we use Vision for Education branding? R: Yes, we will be able to use the branding and school will be issuing certificates to the chd we will also be creating a file of all the initiative winners.</p> • Parent Questionnaire: Parent Governor (SM) requested that thanks should be passed on to all staff for the hard work which was obviously having a positive impact following feedback from the questionnaire which had been incredibly positive. AHT reported that asking parents to complete the questionnaire during parents evening had worked well increasing the number of returns. To note many of the ‘Don’t Know’ responses reflected that parents had not had any experience of dealing with the question being asked about e.g. bullying. 	Govs/SDP leads
7.	Home School Agreement & policy updates	
	<p>The following policies were approved by members no changes were needed to the content other than year updated.</p> <ul style="list-style-type: none"> • Home School Agreement ; Safeguarding; E-Safety Charter ; Academy Exclusions Academy SEN policy; Admissions policy. 	
8.	Parent & Pupil Questionnaire feedback	
	<ul style="list-style-type: none"> • See item 6: Parent Questionnaire above. 	
9.	Safeguarding	
	<ul style="list-style-type: none"> • Keeping children safe document is available in the staffroom at all times and contains all updated procedures and signposts staff/volunteers to the appropriate action. 	
10.	Governor/Director feedback	
	<ul style="list-style-type: none"> • Chair advised re-brokering expected to be completed by 1st April. Still lots of legal work to be completed but positive progress being made. CEO Wellspring is meeting with trust board on Monday 22.01.18 to discuss the processes etc. and answer any outstanding questions. 	
11.	AOB	
	<ul style="list-style-type: none"> • AHT reported MJ (LA SIP) had carried out an ‘Ofsted’ style inspection today and one of the recommendations was that the governor evaluation should be completed so they can be implemented on to the spring term organisational plan. Progress is looking positive with majority of children working at age 	Govs/AHT

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	<p>related – it should be noted as children move on in the different cohorts as some children will be emerging as well as others that will be developing/secure.</p> <ul style="list-style-type: none"> • B Farrell (SIP) who is the Elland cluster advisor completed a review of data for last half term with AHT/ADHT. Staff Governor (CW) has also completed a review of last year’s Y6 and compiled a case study of the backgrounds of the children that didn’t get their SATs and of the children that did not attend SD before Y5/6 as mobility and the data provided by previous schools can have an impact which has been useful. • AHT would like BF to continue to support the school on a piece of work on writing. Her previous work has been funded by the Elland cluster but any future work will need to be funded by school. Q: Would the governors be happy to facilitate this? R: Do you have money in the CPD budget and could the work benefit the other 2 schools as well? Suggestion made for AHT to speak with the other HTs. • Parent Governor (SM) reported from responses from the parent questionnaire parents feedback had reflected that the school was well led and managed but a permanent head is needed. Chair advised that the trust was aware of this and the HT post needs to be advertised this term. • <i>Confidential item</i> • Due to postponement of December meeting until today, another meeting to review data and targets for 2017/18 needs to be arranged. Date of Wednesday 31st January 2018 at 6.00pm was agreed. 	AHT

There no further business the meeting closed at 18.55hrs

Signed:

Date:

Version	Issue date	Change history
1.0	19.01.18	First draft of minutes
2.0	24.01.18	Approved in principle by Chair