

**Minutes of the Nightingale Community Academy Local Governing Body (LGB)  
meeting held on Tuesday 29<sup>th</sup> November 2016 at 4.30pm at the school**

**Present:** Mrs B McIntosh (Chair)  
Mr T Park-Paul (Vice Chair)  
Mr A Bailey (Principal)  
Ms L Cornwell  
Ms T Jarret  
Mrs A Morello  
\*Mrs A Murphy  
Mr M Spragg

*\*Denotes absence*

Also present: Mr Rama Venchard (RV) - *(for induction training session only)*  
Mrs B Scott-OHCAT Head of Finance (Academies)  
Mrs T Goodsell (TG)-Clerk to the Governors

The meeting commenced with a training session (Appendix A) led by Rama Venchard (RV), Orchard Hill Colege Academy Trust (OHCAT) Project Manager. Governors received information on the role of the LGB as well as the role of the OHCAT Board of Trustees. RV emphasised that being part of a Multi Academy Trust(MAT) means that schools within the MAT have their financial systems, corporate governance and legal issues managed for them. This, in turn, means they are free to focus on the core business of their pupils' attainment and progress.

Mr Venchard also spoke about Ofsted's expectation of governors.

Mrs Goodsell explained the portfolio governance arrangements in OHCAT

Governors thanked RV for his informative presentation.

There was a general discussion about governor training and it was **AGREED** that governors should receive training on Safeguarding and Prevent.

**Action TG: To invite Jackie Van-West, OHC&AT Director, Learning Support Services to deliver this training to the LGB, directly before the next LGB meeting on 7.2.2017.**

*TG chaired the meeting until item 5ii) on the agenda.*

## **1. Welcome and Introductions**

All present were welcomed to the first meeting of this LGB and introductions were made.

## **2. Apologies for Absence**

Apologies for absence had been received from Mrs A Murphy.

## **3. Declaration of Interest**

- i) There were no declarations of interest.
- ii) Governors had been asked to complete the annual declaration of interest form for audit purposes and to give them to the Clerk

## **4. Skills Audit Analysis.**

Governors had been asked to complete the annual skills audit form and return it the clerk. TG advised that the LGB had been set up to ensure that the governors have the appropriate skill set to complete their portfolio areas.

**Action: TG to produce an analysis of the skills audit of the LGB for the next LGB.**

## **5. Constitution and Appointments**

- i. Governors were advised that Mrs McIntosh has indicated that she would be willing to stand as Chair of the LGB until autumn term 2017. Other nominations were invited but none were received. Governors voted unanimously in favour of Mrs McIntosh being Chair until autumn term 2017.

*BM chaired the meeting from this point.*

- ii. Governors were advised that Mr Park-Paul has indicated that he would be willing to stand as Vice Chair until autumn term 2017. Other nominations were invited and none were received. Governors voted unanimously in favour of Mr Park-Paul being Vice Chair until autumn term 2017.

Both appointments will be ratified by the Family Board at its meeting on 9<sup>th</sup> December 2016.

## 6. a) Principal's Report

AB went through his report, highlighting particular areas to note.

### Learners

Learner numbers are currently at 76, but the school's Published Admissions Number (PAN) of 93. However, the school is now able to identify each pupil, with an understanding of their individual needs and the money that is attached to each child. 7 pupils from Wandsworth have been identified for additional funding. The Local authority (LA) has said it will now fund on a termly basis in advance.

There are currently 23 learners who reside in Wandsworth. Currently out of borough pupils are only being charged £16,478 and AB said he will be looking at this as part of the development of the school offer.

### Budget

To be covered under item 8 on the agenda

### Staff and Personnel

AB said that the 'mini' re-organisation is bedding in. The new Senior Office Manager is doing an excellent job. Some staff have now moved over to the central OHCAT Team, or have moved on.

### School Improvement

The Self Evaluation Form (SEF) which was drafted at the end of the academic year and has been published with minor amendments in the online school improvement vehicle 'Bluewave Swift'. This provides an accurate picture of the school in July and is due to be rewritten in January.

There will be further discussion on this at the next LGB meeting.

The staff team met in September to start to build a new School Development Plan (SDP) using Open Space Technology. They have identified a range of discussion areas which will inform the new development strategy. Staff now feel they have ownership of the SDP and it is linked to their own performance targets.

**Action: TG to include an item on the SEF on the next LGB agenda.**

TP-P asked whether, if Ofsted were to visit, the school is able to identify the action plan arising from the last inspection. AB confirmed that this would be possible, and the action plan has been used as a starting point to inform the new SDP.

AB said there is a risk area around the curriculum and this will be the focus for this half term. Staff are being supported and coached to develop this area. Middle leadership in the school is strong and AB will work with John Prior, OHC&AT Executive Head, Quality and Development and Laurie Cornwell, Executive Headteacher at Young People's Academy (YPA0 and The Skills Hub and Teaching and Learning portfolio holder.

There will be a 'small steps' curriculum assessment model in the primary phase and at Key Stage 3 using Essentials Curriculum.

### Continuous Professional Development (CPD) and Training

There have been two key training events this term: - Accelerate to Good and The Certainty of Consequence. AB had provided governors with staff evaluation of both training days which had been very positive.

AM confirmed that staff had felt engaged and were able to identify area for improvement themselves. AB confirmed that he was pleased that staff were able to report on impact.

### Additional Funding Streams

AB said that it is anticipated that pupil premium and Year 7 catch up income will be £53,655 this academic year. Further information will be produced for the next LGB meeting.

### Health and Safety (including premises) and Safeguarding

AB said that he was confident that the parental complaint that he had referred to in his report will not be substantiated as it doesn't meet the threshold. He also reported, that since he had written his report, there has been a parental complaint direct to Ofsted. However, he said he was confident that the school could provide evidence to show that this complaint is unsubstantiated. The LA has said that it will not be taking further action.

### Compliments and Complaints

AB said that parents have been positive about the school. A parent questionnaire had been sent out and the results had been published in the newsletter last week. The newsletter can be found on the school website, parents have had hard copies. AB said he is hoping to produce a monthly newsletter.

AB confirmed that the incident involving a learner hiding a bladed article on a nearby estate has been dealt with. The learner is receiving support from the Youth Offending Team in Lambeth, where he lives.

### School Events

AB said that the Year 10 group had been delighted when their parents had made a surprise visit to their cookery class. This will be something that the school does more often.

AB encouraged all governors to visit any of the planned events.

AB said that staff from OHCAT have been regular visitors to the school. TP-P asked whether so many visitors has been disruptive to the life of the school. AB said that these types of visits are important in order to establish behavioural 'norms'. Learners are being encouraged to meet, greet and communicate with visitors.

This concluded AB's report and he invited questions.

LC asked about the school's admissions arrangements.

AB said that there seems to have been a closed door policy before, in terms of which pupils the school would admit. He said he is keen to encourage a more open door approach and to agree to admit nearly all the pupils put forward by the LA, whatever their level of need is, providing the school is able to meet their needs. This means that some of the pupils now attending may not have such a high level of need.

BM asked whether there were any pupils that the school could not admit. AB gave an example of one pupil who had no speech and the school does not have the signing provision to meet his need. He added that some pupils with severe Autism Spectrum Disorder (ASD) needs would be better placed in a designated ASD school.

LC asked whether the learners have been involved in the School Development Plan. AB said he has currently worked at adult level with staff members identifying ways to move forward. The next area is to establish the student voice.

BM congratulated the school on the enormous improvement already made. AB, in turn, congratulated the staff on their committed work towards this improvement. They have not been used to strategic planning and deadlines, and most of them have adapted well.

Governors **RECEIVED** the Headteacher's report.

## **b) Data Dashboard.**

Governors noted that the dashboard is 'work in progress', and more detailed data will be available in future.

AB said that the numbers on roll have increased by 3 learners since this data was published.

LC asked how year 12 attendance is being monitored for learners attending college provisions

AB responded that the sixth form team were in frequent contact with the colleges and that the school received attendance and progress reports routinely. The school has yet to set up procedures for analysis but he had, for example, recently requested more detailed attendance information for a learner in receipt of a bursary.

**Action: LC to send AB her policy on checking indemnity insurance.**

AB explained about the 'typicality' judgement, which is the grade given to indicate a teacher's performance across a range of areas, including teaching, book reviews, impact across the wider school etc. There are 10 areas altogether which are measured across the year and given an average point score. The judgements included in this dashboard are from lesson observations in the summer last academic year. The most recent observations show an overall judgement of 3b. This still requires improvement but there has been a marked improvement already.

TP-P asked that, for the next meeting, governors are provided with some commentary on each piece of data provided in the dashboard.

## **7. Portfolio Governor Visits**

Governors **NOTED** that TG will arrange the portfolio governor visits for next term.

## **8. Finance and Funding**

BS presented the management accounts. She explained that she meets with AB monthly and will meet with the finance portfolio holder termly, before the LGB meeting

She explained that there were clean accounts for September and October as there was no 'bring forward' on conversion.

She said that there has been significant financial challenges. There had been an expected cash surplus which had disappeared quickly because some of the

Numbers or Roll (NOR) that had been budgeted for did not exist. The budget has now been based on the actual NOR and AB has worked hard to get the budget to a break-even point.

BM asked if there was a contingency plan to mitigate this risk and AB said that it is crucial to increase the NOR. However he said he is confident that this will happen, there has been a steady stream of referrals and the school is more efficient at getting additional funding. AB said he also wants to open an overspill class in the primary provision.

BM also asked whether any of the savings made in the budget have affected the quality in the school.

AB explained that some staff have left and have not been replaced. However, this will not impact on quality. He said that he has been the 'gatekeeper' for all spending and will continue to be so until the budget is healthy.

BM asked whether the school is able to raise funds. AB said this is an area to explore. Some organisations will give money to schools. There is also a member of staff in OHCAT, (Karen Cunningham, Lead Project Officer) who will submit bids on behalf of the school. AB said he is also keen for other schools in the family to utilise facilities at Nightingale, such as the flat, which could be used to teach independent living skills. This would be funded separately by the Trust.

LC asked about the pension contributions and BM confirmed that they are 17% which is relatively low compared to some of the other boroughs that the Trust works with.

AB said that the notes to the accounts are the key issues that governors should focus on and give a good indication of how the Trust supports AB to manage the finances in the school.

Governors **RECEIVED** then management accounts.

## **9. Policies and Procedures**

Governors **NOTED** that a full suite of OHC&AT policies have been sent to the school.

The following policies were reviewed and approved by the OHC&AT Board at their meeting on 30.6.2016:

Child Protection and Safeguarding  
SEN

Equality and Diversity  
Admissions  
Families and Visitors Code of Conduct  
Educational Visits  
E-Safety  
Photo Permission  
Substance Misuse  
Assessment and Examinations

AB gave all governors a memory stick with all the OHC&AT policies on it.

**10. OHC&AT Documentation**

Governors **NOTED** the programme of work for 2016-17.

**11. Dates of Next Meetings**

Governors **AGREED** the following dates for future LGB meetings:

Tuesday 7<sup>th</sup> February at 4.30pm

Tuesday 13<sup>th</sup> June 2017 at 4.30pm

Tuesday 28<sup>th</sup> November 2017 at 4.30pm

**12. Any Other Business**

AB invited governors to the Xmas Fayre on 15.12.2016 at 3.30pm and the Parents Xmas lunch on 16.12.2016.

**13. Confidentiality**

There were no items of confidentiality.

The meeting closed at 6.45pm

**CHAIR**-----

**DATE**-----