

**Minutes of the Nightingale Community Academy Local Governing Body (LGB)
meeting held on Tuesday 28th November 2017 at 4.30pm at the school**

Present: Mrs B McIntosh (BM) (Chair)
*Mr T Park-Paul (TPP) (Vice Chair)
Mr A Bailey (AB) (Principal)
*Ms L Cornwell (LC)
Ms T Jarret (TJ)
Mrs A Morello (AM)
Mrs A Murphy (AMu)

- Denotes absence

Also present: Mrs S Purewal (SP)-OHCAT
Mrs T Goodsell (TG)-Clerk to the Governors

1. Apologies for Absence

Apologies for absence were received from TPP and LC.

2. Declaration of Interest

There were no declarations of interest raised at the meeting.

Governors were asked to send their annual completed declaration of interest form to the clerk, if they had not already done so.

3. Skills Audit Forms

Governors were asked to send their completed skills audit form to the clerk, if they have not already done so.

4. Constitution and Appointments

i) BM confirmed that he is happy to stand again as Chair of Governors. No other nominations were received. Governors unanimously **APPROVED** the appointment. This will be ratified by the OHCAT Board of Directors on 15.12.17.

ii) TPP has indicated that he would be happy to stand again as Vice Chair. There were no other nominations. Governors unanimously **APPROVED** the appointment. This will be ratified by the OHCAT Board of Directors on 15.12.17.

ii) Governors noted that, following the resignation of Mr Spragg, Mr Peter Truesdale has expressed an interest in joining the governing body as the Finance portfolio holder. Governors considered his CV and agreed that he had the right skillset to fulfil this role and recommended his appointment to the OHCAT Board on 15.12.2017.

Action: The school to arrange for Mr Truesdale to visit the school and meet with AB and BM.

5. Minutes of Last Meeting

The minutes of the meeting held on Tuesday 13th June 2017 were agreed by the governors and signed by the Chair.

6. Matter arising not covered elsewhere in the agenda.

i) Further to minute 3, governors considered the existing parent governor vacancy. AB said that this position would be considered once the PTA has been firmly established.

ii) Further to minute 6 and 7, governors noted that the Keele survey had been circulated to governors and was available to view on the governors' portal. AB explained that the results of the survey have enabled him to understand where staff require extra support and a deeper understanding of the pupils and where they are making progress. He said that this survey will be more useful when he carries out a comparison exercise next year.

7. a) Principal's report

Learners

The school's current PAN is 93 (although the LA are stating 110). AB said there are currently 94 pupils on roll so numbers are secure, largely owing to the improved reputation of the school. Referrals are coming in and the school has adopted a new induction procedure for incoming students which is working well. AB confirmed that Lambeth have referred 15 pupils and are paying the £26k for out of borough referrals.

The school aims to offer two-form entry across the secondary phase. Additional classrooms have been opened in Year 7 and 9 and the school expects to open an additional Year 8 class for the spring term or sooner.

AB said that the budget had been set for 84 pupils so these extra children will provide more funding. The school wants to be in a position where it has built 90 days

of reserves, so that investment can be made in the fabric of the buildings. AB said he is getting this message across to the pupils so that they feel that they, and the environment that they are working in, is important and they learn to respect the building rather than cause damage to it. This is already starting to have an impact.

BM asked whether any other current students would be able to move back into mainstream education. AB said that one student was reintegrated last year and he will identify future children as their data suggests reintegration is possible.

AB explained that he was due to have a meeting with CAMHS which had been cancelled. He will re-arrange the meeting as a matter of urgency. In the meantime the school needs to consolidate and get its processes right. Entry data is better and this information needs to be rolled out to teachers quickly.

BM asked about the SEND Mainstream Hub that is being set up by OHCAT. AB said that school-to-school support is important and these relationships need to be built to support mainstream schools to understand pupils with SEND.

Staff and Personnel

AB said two new teachers had been appointed but both have resigned before starting, due to personal reasons.

He then gave an update on the current staffing position (see report).

Governors discussed the importance of ensuring that teachers are equipped with the correct tools to manage their resilience. AB said that the school 'grows its own' and aims to develop their understanding which helps them to manage their resilience. Staff are encouraged to review data captured as part of the Teacher Evaluation Schedule. This demonstrates where improvement has been made, and in turn, boosts their morale.

AM asked whether there was a structured system for staff to support each other. AB confirmed that this is something he will be rolling out to staff when he is confident that he has the right people to lead on this. He said that often the people who are not coping are the ones that haven't taken on their development points. Staff that plan well usually manage behaviour well. He further added that there has been a marked decrease in high and medium risk behaviour. Governors were impressed to hear this.

School Improvement

AB also reported that during lesson observations , there has been a reduction in inadequate teaching, with a marked improvement in good and outstanding lessons being observed.

TJ asked whether there was a correlation between better teaching and better behaviour and AB said that this is definitely the case.

CPD

AB said that there has been an extensive range of CPD undertaken by staff but stressed that training is only done if needed to deliver agreed development aims.

Update on additional funding streams

AB said it has not been possible to make comparisons against last year's pupil premium report as the report was not accurate.

An Educational Psychologist has been recruited who is currently working 33 days in school across the year. This can be increased if needed.

Accreditation outcomes

There has been an improvement on last year's results. AB said that for a future report, he will produce benchmarking data on absence, against similar schools.

Governors recognised that there is still a significant amount of work to do but were pleased to note the direction of travel that has been established.

Health and Safety (including premises) and Safeguarding

AB said that he is energising staff to report any safeguarding incidents. Whilst there have been 52 potential incidents, only 4 have been referred to the LADO. Whole staff training has been delivered by Jackie Van-West (OHC&AT Safeguarding Lead). Staff who had been unable to attend this training will be told to complete an on-line training module and there is an online refresher for all staff to complete mid-year

Complaints and Compliments

As per report.

School Events

Governors noted the school events. BM asked for them to be sent by email to all governors.

Action: AB to ensure that the school office circulates the dates by email, including assembly dates.

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

b) DATA DASHBOARD

AB said that he does not record internal exclusions on the dashboard.

He further explained that he has asked Solveig Smith in OHC&AT's MIS team, to breakdown the attendance figures to make them more meaningful for governors.

BM asked about the re-integration of the pupil who has recently returned to school following time sent in the criminal justice system. AB said that this pupil is away from the other pupils, and does not engage with them socially, i.e. at break times. He also goes home before the other pupils. He receives 1:1 support. The LA is currently looking at a residential placement for him.

BM asked whether there is a role for teachers to play to understand pupils' criminal behaviour. AB said that this would be the role of the Youth Offending team, who offer a good service to the school.

Governors noted there is a strong focus on Sex and Relationship Education in the curriculum.

Governors **RECEIVED** the data dashboard.

8. Portfolio Governor Visits

i) Governors **RECEIVED** the following portfolio visit reports:

Ethos, Vision and Strategy

Teaching and learning

Health and Safety, Child Protection and Safeguarding

HR and Organisational development

Business Development and Marketing

- ii) Governors were encouraged to visit the school for other reasons, not just for their portfolio visit as this would give all governors an opportunity to become well-versed in the life of the school.
- iii) Some governors had attended the governors' conference held on 20.10.2017 and gave positive feedback.

9. Finance and Funding

SP from the OHCAT finance team presented the financial information to governors.

i) Management Accounts Year-end

SP highlighted the following key points;

Invoices for the value of £50k have been raised to St Georges under an SLA contract for therapy services.

Staffing costs are at a break-even position.

Premises costs for repairs and renewals are within budget.

There is no over-spending on curriculum costs.

There is a projected reserve figure for £157k but this is not yet finalised. SP said that the reserves are not held centrally by OHCAT.

AB said that last year, there had been a projected deficit of £600k. Lambeth have now paid their fees which has improved the debt position. Extra funds have been spent on new desks, computers etc. , pupils are able to see this investment in their school, which has a positive impact on their behaviour and learning.

Governors **RECEIVED** the management accounts year-end.

ii) Management Accounts September 2017

SP said the spending pattern is being well-controlled and the income is already ahead of where the budget was set.

There are some staff agency costs that are currently filling vacancies which are higher than budget.

Governors **RECEIVED** the September Management Accounts, and were pleased to note the strong financial position.

10. Pay Committee Recommendations

BM reported that the Pay Committee had met to consider and approve AB's teacher salary recommendations. Three teachers had gone through the main threshold, as AB is keen to develop their leadership skills.

AB said that support staff are on a different performance management system which may need to be reviewed.

Governors **NOTED** this information

11. Policies and Procedures

Governors **NOTED** that the following policies were approved by the OHC&AT Board on 30.6.2017:

NAME	TYPE	STATUS
Admissions Policy	Core	Review
Child Protection Safeguarding Policy	Core	Review
Child Protection Safeguarding Procedure	Core	Review
Complaints Policy and Procedure	Core	Review (unscheduled)
Equality and Diversity Policy	Core	Review
Health and Safety Policy	Core	Review
Pay Policy	Core	Review
Recruitment and Selection Policy and Procedure	Core	Review (unscheduled)
SEND Policy	Core	Review
Staff Code of Conduct	Core	Review (unscheduled)
Anti-Radicalisation Policy	Additional	Review
Gifts and Hospitality Policy	Additional	New
IT Acceptable Use Policy	Additional	Review (unscheduled)
Safeguarding Supervision Policy	Additional	Review

Governors **NOTED** that all policies are available to view on the governors' portal.

12. Any Other Business

i)BM asked whether any of the pupils were at risk of radicalisation. AB said there is no evidence of this at the present time. The School runs PREVENT training and British Values is incorporated into assemblies.

ii)There was a discussion about the upcoming joint INSET day on 3.1.2018 when all schools in the Trust will attend a Well-Being day. TJ said she might be able to offer some support.

Action: TJ and AB to liaise about this

13. Dates of Future Meetings

i) The following dates were **AGREED:**

Tuesday 8th February 2018 at 4.30pm

Tuesday 12th June 2018 at 4.30pm (Clerk's note-Please note that the date of this meeting has now been changed to Tuesday 26th June 2018 at 4.30pm).

Tuesday 27th November 2018 at 4.30pm

14. Confidentially

There were no items of confidentiality

The meeting closed at 6.45pm

CHAIR-----

DATE-----