

**Minutes of the Nightingale Community Academy Local Governing Body (LGB)
meeting held on Thursday 8th February 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)
Mr P Truesdale (PT)

- Denotes absence

Also present:

Mrs T Goodsell (TG)-Clerk to the Governors

1. Apologies for Absence

Apologies for absence were received from AM. TJ did not attend the meeting.

2. Declaration of Interest

There were no declarations of interest raised at the meeting.

3. Constitution and Appointments

PT was welcomed as the new safeguarding portfolio governor. All present introduced themselves.

Governors **NOTED** the existing vacancy for a parent governor. BM said it would be helpful to have two parent governors on the LGB to offer peer support. AB said he has a potential person in mind but is waiting to establish the Parents' Association first.

4. Minutes of Last Meeting

The minutes of the meeting held on Tuesday 28th November 2017 were agreed by the governors and signed by the Chair.

5. Matter arising not covered elsewhere in the agenda.

- i) Further to minute 7a, BM said that she had not received school events dates from the school office

Action: BM to contact Ruth Essel in the school office to action this.

- ii) Further to minute 7b, TTP asked whether Solveig Smith from OHC&AT's MIS team has provided a breakdown of attendance figures. AB confirmed this is now more explicit in the Data Dashboard.

6. a) Principal's report

Learners

AB said that the current number on roll now stands at 97. There are 21 referrals in hand. He explained that when he took over the school in September 2016, there were 93 learners in theory, although it was only possible to identify 74. This had an impact on funding and the viability of the school.

Additional classrooms have been opened in Years 7,8,9 and 10.

BM asked whether the school was able to cope with the increased number of learners. AB confirmed that it is manageable although he acknowledged that it does impact on the dynamics of the school. However, the increased money that has been generated will enable the school to continue to improve the fabric of the building, which will in turn, enhance the learning environment for the learners and staff.

Budget

AB said that the new financial arrangements with the Local Authorities, together with the increased learner numbers has had a considerable positive impact on the budget. The current accounts suggest an operating surplus of approximately £32k year to date and an anticipated positive variance of £200k for the full year. AB said he was confident that the school will meet its 90 days operational funding target.

TTP asked what OHCAT's policy regarding schools having surplus money in their budget. AB confirmed that OHCAT will not clawback funds. The school can manage

their budget as they consider appropriate and can chose which services is buys back from OHCAT.

TTP also asked about the Out of Borough charges, particularly with regard to Wandsworth. AB confirmed that Wandsworth have agreed to continue to pay the current amount until next January. AB said that once the work to improve the condition of the school building has been competed, charges for out-of-borough placements will be reviewed.

Staff and Personnel

AB emphasized his comments in his report that it is critical to ensure the recruitment and retention of high quality staff, but this has presented a challenge as the school expands. He updated governors on the current staffing position, as per his report.

AB spoke about the plan to update the role of the teaching assistant to encourage better quality applicants and provide a professional pathway into teaching. This new role is called 'Learning Support Professional' and the first round of adverts will be published internally to allow existing staff to apply. The Higher Level Teaching Assistants (HTLA) have received this positively.

TTP asked whether this has received any union dissent.

AB said that there has been no dissent. The costs are slightly more but should have a whole school impact. It will also enable the school to develop particular areas of expertise such as anger management, so should save money over time.

Governors agreed that this was an excellent initiative that should be shared with other schools in the Trust.

School Improvement and Action Planning

AB updated governors on the recent visit from David Scott, and trained Ofsted inspector and school improvement consultant.

He acknowledged that whilst the findings of Mr Scott's report were sometimes difficult to hear, it did not contain any real surprises. The disappointing outcome on teaching and learning has triggered some excellent work from staff. He said that since conversion, most directives have been top down. Now that the staffing has begun to stabilise, there will be a shift to a bottom-up strategy through the use of teaching and learning hubs lead by the four strongest teachers, each supported by a member of SLT. The development cycle has been re-created and staff have responded well.

BM agreed that the report is a 'hard read', particularly Mr Scott's comments about the students' use of language. AB said that it is imperative that staff model appropriate, professional behaviour.

TTP asked whether there would be an action plan following this review.

AB confirmed that it is already in the school development planning. The school is not quite in a position to measure progress as part of a routine cycle and that senior members of staff were not able to accurately tell the story of school performance in an Ofsted context. He will be asking Mr Scott to work with SLT on this aspect.

PT asked about Mr Scott's comments about more able pupils not being stretched.

AB said that the school does collect induction data for all its pupils and should have been able to evidence this for the inspector. Unfortunately, most teachers did not produce the relevant information on the day.

PT also asked about Mr Scott's comment regarding governors not being given appropriate information to question or challenge regarding progress data. AB acknowledged that governors have not been receiving robust data, which is taking time to build and develop and that this meant that they were not in a position to provide the necessary challenge where performance is concerned.

AB said that, theoretically, Ofsted could visit the school anytime from September 2018 he needs to ensure that governors are prepared. He also said that it is important that the pupils are prepared for Ofsted, by ensuring they have plenty of external visitors. This will enable them to regard this as the 'norm' and hopefully prevent them from acting inappropriately as they had when Mr Scott visited.

AB said that Mr Scott will probably carry out another health check next year.

CPD and training

All NCA staff had attended an OHC&AT-wide conference on well-being at the beginning of term which had been well-received.

AB explained that if staff want to attend any training, they have to apply through an on-line management system, and it will be only agreed if it is specifically linked to the Development Plan or their performance targets.

Update on Additional Funding Streams

As per report.

AB said that there is a challenge around evidencing the impact of funding streams but this should be possible to do with more precision next half term once accurate progress data was in hand.

Health and Safety (including premises) and Safeguarding

AB said that, since writing his report, there have been two external and anonymous allegations. AB has been supported by Jackie Van-West, OHC&AT Director of Learning Services and safeguarding lead, who carried out an investigation and put a response together quickly. AB met with the LA LADO team, they will submit their report next week.

A pupil has made an allegation against a member of staff. A strategy meeting was held and found no case to answer. The member of staff concerned has been informed and has been offered the Employees Welfare Assistance.

The school continues to monitor safeguarding closely and new staff are fully briefed. Referrals are being managed well and the Single Central Record is much cleaner now.

The outcome of the annual Health and Safety review has now been received and was very good.

Compliments and Complaints

AB said that the school communicates quickly to try to resolve complaints swiftly and to avoid escalation. The relationship with the local neighbourhood is much improved.

BM asked how the pupil voice is captured.

AB said that a Student Council will be formed next term. There is also an annual student survey. There is further work to do on this area.

BM shared with governors her experience of taking a group of pupils for lunch at Pizza Express. Boys had spoken to her about wanting to learn how to speak to girls and having more opportunities for football, hockey and basketball.

AB said that there is already a lot of physical activity around the school. There is also a Scheme of Work for Sex and Relationships Education which address some of the issues raised by the boys.

There are also some ambitious residential planned.

AB then provided governors with an update on a particularly troubled pupil who has recently been on trial for sexual assault. His timetable has been adjusted but he is moving to a residential placement in May/June. OHCAT is providing SaLT provision, which is unfortunately too late for this pupil but will help others going forward.

TTP asked about the diagnosis of 0.7% for pupils with Dyslexia and how accurate that figure was.

AB said that LAs are reluctant to write this diagnosis in the EHCP and there is no formulaic test. The school assesses pupils in advance of examinations to ensure that those who require additional support or time receive it.

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

b) DATA DASHBOARD

Governors **RECEIVED** the data dashboard.

7. Portfolio Governor Visits

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

Ethos, Vision and Strategy-BM
 Health and Safety, Child Protection and Safeguarding-AM
 HR and Organisational development-TPP
 Business Development and Marketing-AM and TJ

LC said she has completed her Teaching and Learning visit and will circulate her report.

PT will carry out his first Finance Portfolio visit next term.

AB added that the Vocational Offer brochure is ready to go out for next year. The school already has the facilities and staff in place so is able to offer the course at the reasonably low cost of £1500 per student.

ii) Governor Training & Development Programme 2017-18

Governors **NOTED** that the Trust has bought into NGA membership for all local governors, giving access to both resources on the website, a weekly e-newsletter and the e-learning link modules for governors and clerks. Further training modules will be available through Educare. They also **NOTED** the training course list.

TPP said that The Key was a good resource for schools and governors. AB confirmed that the school pays subscription to The Key, which includes membership for the governors.

Action: AB to give governors access to ‘The Key for School Governors’.

8. Finance and Funding

Sharyn Purewal had sent her apologies for this meeting.

Management Accounts

AB reported that the school is in a good financial position. Enough reserves have been built to enable the school to carry out essential work on the school building.

TPP asked whether there were any major works planned.

AB confirmed that work will start this month to replace almost all of the cabling in the building including CCTV, the fire alarm, lighting, data and power. Further work will be carried out from July on the vocational kitchen, the Family and Therapy centre and the Hair and Beauty part of the building.

AB reported a slight overspend on alternative placements. He said he was not happy with the way that R2S (the company that delivers construction) is charging and the school will probably withdraw from the contract. It will be necessary to appoint a construction teacher but the budget for this is already in the school structure and it would represent a significant saving.

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

9. Policies and Procedures

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

NAME
Child Protection, Adult Protection and Safeguarding Policy
Fire Policy
Missing Child Policy (Academies)
Missing Student Policy (College)
Relationships and Sex Education Policy (Academies)

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

10. OHC&AT GOVERNANCE DOCUMENTATION

Governors **NOTED** the following governance documentation approved by the OHC&AT Board:

- Scheme of Delegation
- Schedule of Responsibility-*Governors are asked to note that the schedule has been amended to reflect the responsibility of the Principals/Heads and LGBs with regard to website compliance.*
- Governors Code of Conduct

They also **NOTED** that these documents are available to view on the Governors' Portal.

11. GENERAL DATA PROTECTION REGULATION (GDPR)-IMPORTANT CHANGES IN LEGISLATION

Governors **NOTED** that General Data Protection Regulation (GDPR) comes into force on May 25th 2018. Updates on progress will continue to be provided via the Trust. In line with the new regulations, the Trust will examine ways to ensure compliance and from September 2018, will move towards paperless meetings. OHC&AT's lawyers have also advised that governors may also be required to use Trust email addresses. Further updates to be provided in due course.

TTP asked AB whether he was satisfied that the school is compliant with the GDPR regulations. AB said he was reasonable confident that the school is compliant. All data sits in the management information system, but there will need to be further work to ensure that full compliance is met.

TG confirmed that Stephanie Hill, OHC&AT Director of Business Services, has been appointed as the OHC&AT's Data Controller and she will be rolling out further training to all schools.

12. Dates of Future Meetings

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

Thursday 21st June 2018 at 4.30pm (Changed from 12th June)

Tuesday 27th November 2018 at 4.30pm

Tuesday 5th March 2018 at 4.30pm

13. Confidentially

There were no confidential items.

CHAIR-----

DATE-----