

**Minutes of the Nightingale Community Academy Local Governing Body (LGB)
meeting held on Thursday 21st June 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 Jarrett (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
Mr J Prior (JP)-Executive Head, Quality and Development/Deputy CEO (Observer)
Mrs S Purewal-OHCAT Management Accountant– (*present until item 4 only*)

1. Apologies for Absence

Apologies for absence were received from TJ .

2. Declaration of Interest

There were no declarations of interest..

3. Finance And Funding

i) Management Accounts

SP said that were 82 students on roll at the beginning of the year, but 95 at the time of setting the budget. There is a forecasted increase in staffing resulting in large variations from the budget that was set.

With regards to premises, governors noted that Orchard Hill College now has a provision on the school site.

There is £30k of additional expenditure to capture in the accounts.

Curriculum costs are showing no major overspends except in English. There is an historical SLA with Wandsworth for a Literacy support teacher which has now been cancelled so this will not show in next year's costs.

There is a deficit position as at the end of April but there is room for this to improve by the end of the year so this is not a concern.

BM asked about agency costs which were more than £1/4m than anticipated. SP said that there has been a growth in students resulting in the need for extra staff. PT asked if agency staff are more expensive. AB said that they are but they are not paid during the holidays. PT said it is better to have a permanent staff team and asked how the school will transition to a more permanent staff base for the future. AB said that new staff have been appointed for September. However, there is still a lack of clarity from Wandsworth about pupil numbers from September so AB said he is reluctant to appoint until he gets further clarity to avoid making redundancies further down the line.

TPP said that he understood the particular challenges facing this school and that it was worth paying a premium for agency staff in the short term to get the right people in on a 'trial' basis first.

BM asked how many different agencies are used. AB said that the school has its preferred agencies, some negotiate a fairer deal if staff are moved to a permanent position. BM suggested that the school could set up its own agency to save money. JP said that the Trust has thought about this but it is not quite the right time. However, this may be considered again in the future. He said that there is a trend at the moment for newly qualified teachers to join agencies straightaway rather than take up a permanent post, which is not helping recruitment.

SP reported that there is now a much better process with Lambeth who are turning around payments quickly.

Governors **RECEIVED** the management accounts.

ii) Budget 18-19

SP confirmed that the student intake has been set at 93. Salaries are set at 70% of income. All other expenses are as last year, plus inflation. The school is expecting to achieve a small surplus of £5221. General reserves are at 19 days, and the school is looking to bring this up to 35. OHCAT recommends 90 days, which equates to 3 months' worth of salary costs.

AB said he has made a conscious choice to invest in the fabric of the building which has had an impact on the level of reserves. SP said that 90 days is an ambitious target and not all OHCAT schools are expected to achieve this straightaway.

PT asked about the object of the reserves . AB said that it is emergency funding, for example the Lambeth non-payment of invoices last year. The school would not have been viable if the Trust had not been able to support this deficit.

Governors noted the school's Service Level Agreements with OHCAT. BM asked what the Trust's recharge figures were. SP said this is 7% from next year. JP added that across the Trust the core service contribution is 7% for inadequate school and schools in special measures, 5.7% for schools requiring improvement, and 4.7% for good and outstanding schools. These figures are below the national average. AB said this represents good value for money, the central services team provide excellent support, particularly the finance team.

Governors **RECEIVED** the budget for 2018-19.

4. Constitution and Appointments

BM reported that she had spoken to TJ's partner who had said that TJ was unwell and would not be attending the meeting.

Action: TG to check the regulations regarding governors' absence from meetings.

Governors **NOTED** the existing vacancy for a parent governor. AB said that he had two potential parents who may be suitable to become parent governors. He said he would keep governors updated.

5. Minutes of Last Meeting

The minutes of the meeting held on Thursday 8th February 2018 were agreed by the governors and signed by the Chair.

6. Matter arising not covered elsewhere in the agenda.

- i) Further to minute 5, BM reported that she has spoken to the school office who will ensure that governors receive notice of school events.
- ii) Further to minute 7, governors were advised that OHCAT is looking to purchase Trust-wide membership to The Key. AB said that could give governors access to this resource as the school has membership too.

7. a) Principal's report

Learners

AB said that the budget has been set which assuming 60 in borough and 30 out-of-borough pupils.

Numbers are currently at 55, in addition 7 offers have been made to Wandsworth and the school is due to make a further 4. There will also be in-year referrals.

AB confirmed that the music and computing course will remain on the timetable.

Budget

Covered under minute 3

Staff and Personnel

AB said that two of the three KS1 pupils have reached their age standard for reading and phonics which has not happened before. At KS2 all pupils, except for one, have completed the Year 6 SATS test.

KS3 staffing is relatively secure and long-term sickness has reduced. 2 members of staff who had been on long term sick have now resigned. A strong appointment has been made in science. Yasmin Stevens is due back from maternity leave in the first week in July and will provide much-needed leadership capacity in KS4 and 5. Mrs Clarke has taken a full time position, and has experience in developing a catering provision.

School Improvement

AB explained that the Teaching Evaluation Schedule (TES) used across OHCAT to judge the equality of teaching and learning is an holistic approach which does not just focus on observations. Teachers are graded a score in various areas, e.g. work scrutiny and engagement with families and other stakeholders. The data is analysed and an overall score is given. AB said that he thinks the current grade for Teaching and Learning is slightly inflated and is probably more a 3a than a 2c. This is due to changes in the staffing in the autumn term where a number of weaker teachers resigned. Their data has now been removed and this has artificially inflated outcomes.

Action: AB to update typicality data on the dashboard and re-circulate.

TPP asked what interventions were put in place for teachers who are not reaching their targets. AB said that teachers who do not meet the required performance threshold have clear targets captured in their Teaching Improvement Plans and the required support is available to them.

AMu asked whether teachers are offered peer observation as this can be a very effective way of improving performance. AB said that there are teacher learning hubs which have been introduced as a result of David Scott's health check. There are also opportunities for cross-working. However, he agreed that the peer observations suggestion was a good one, and said he would consider building that into the school's practice.

LC asked whether teachers received any external support. AB said that there is a retired ex-colleague of his from an outstanding academy in Fulham, although his expertise is in the primary sector she was providing coaching for Ms Jones, the NCA primary phase leader. AB said he has also made contact with Davina Salmon in the LA who would be providing leadership and moderation opportunities for staff across the school with community schools in the locality. He is also building stronger network opportunities through sitting on the schools forum and executive safeguarding board. JP commented that as the Trust grows, there will be more opportunities for support and sharing of good practice. AB said that a more stable leadership team has been critical and he said he was confident in the school's ability to accelerate improvement.

With regards to the attendance data provide in the report, AB said it was important to note that the primary attendance is disproportionately affected by the absence of one or two pupils. However, attendance has stabilized and the school is within the persistent absence target. TPP asks how this compares nationally. AB said that attendance at this school is significantly higher than other similar schools. TPP asked whether the data shown is year to date. AB said it is cumulative and said he would ask the OHCAT MIS team to re-issue the dashboard. Governors recognised that the dashboards are a work in progress and AB said that it is becoming a more useful analysis tool. TPP said that he still felt it would be useful to have one or two lines of commentary on each graph. AB said that in future, he will reference the dashboard data in his Principal's report.

CPD and Training

As per report

Update on Additional Funding Streams

AB said that he would be able to report more statistical data next term. Compliance data in funding streams are on the school website. JP said that Ofsted will ask governors about the impact of the funding streams on the pupils' learning.

Action: AB to send governors information on this.

BM asked whether there had been any progress with 'Place 2 Be'.

AB said that the therapy support had been non-existent when he first came to the school. He said that the school has now appointed people and is building relationships with CAMHS to get more systemic support. He said that Place 2 Be mainly supports the primary sector. They have agreed to run a pilot with the school which will involve amalgamating current therapy provision here and the team at Place 2 Be. There will be an analysis of mental health needs which will start in September. There will also be a named person from CAMHS.

Destinations

As per report and appendix 3.

Health and Safety (including premises) and Safeguarding

LC commented on the number of referrals and the work this involves. She noted that some of the referrals involved agency staff and asked what risk assessments have been done. AB said the school tries to recruit people that are trained in Team Teach.

JP asked about the electrical surge incident and whether it had now been made safe. AB said that at this time of year, it is not an issue because there is not a heavy use on the lights and heating. He said the work to ensure it is safe will happen as part of the electrical refurbishment.

Compliments and Complaints

AB said that neighbours appear satisfied that the school deals with any complaints quickly.

School Events

Governors were pleased to note that there a lot of enrichment activities taking place. AB said that this is a credit to the staff as these types of activity are not easy with this cohort of pupils. BM said that pupils had told her at the student council meeting that they enjoy the visits.

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

b) DATA DASHBOARD

TPP asked whether AB can exclude a pupil for half a day. AB said he is able to but as a rule, he tries never to exclude as this takes time out from pupils' learning. TPP said the exclusions statistics are a credit to the school.

BM asked who is the lead person from Looked After Children (LAC) and AB confirmed that this is Paula Thomas. He said that two of the LAC's are in institutions and the rest are with extended family.

TPP asked about the mood around the school and whether progress is being made. AB said that the staff survey results shows that staff generally seem happy. He said that there is still some negativity towards the pupils' behaviour. He said it is important that staff consider what has happened to pupils to trigger their challenging and abusive behaviour. He said that progress is being made incrementally, the school recovers quickly after critical incidents and resumes learning with little impact on the rest of the school.

Action: AB to share the survey results with governors and summarise them for next term

Governors **RECEIVED** the data dashboard.

8. EQUALITY AND DIVERSITY REPORT

AB tabled his report. He said it would be more useful for governors to receive this report in the autumn term, and said he would provide an updated version next term. He highlighted the following points in his report:

- Teaching and Learning

AB said that the TES data is a critical part of given children access to high quality education.

The LGBTQ training was well-received.

Access arrangements for exams were sound.

Interventions are starting to show impact.

- Learner Progress

AB said that this information is vague at this point because of this point of the assessment system process.

SIMS data is accurate, systems are now embedded.

- Behaviour and Safety

Incidences of homophobia are relatively low. There is still work to do on reducing bullying.

AB tabled a list of assemblies and explained that the school is moving towards linking assemblies to learner outcomes. He said he is hoping the middle leadership will be able to take this forward as part of the next stage of their development. PT asked how the pupils react to the content of some of the assemblies. AB said that the boys have behaved maturely.

BM asked about restorative justice. AB said this does take place in the school and impact can be demonstrated through the exclusion data.

AB said he continues to be strict about uniform and maintains a constant focus on this.

- Leadership and Management

AB said that this section will be updated with the data and brought back to the autumn term meeting.

Governors **RECEIVED** the Equality and Diversity report, noting that an updated version will be circulated next term.

9. PORTFOLIO GOVERNOR VISITS

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

- i) Ethos, Vision and Strategy-BM-5.6.2018
- ii) Teaching and Learning-LC-No visit this term.
- iii) Health and Safety, Child Protection and Safeguarding-AM-14.6.2018

AM reported that during her visit she had reviewed the Single Central Record (SCR). AB said that the SCR is a continued focus for the school.

- iv) Finance and Resources-PT-11.6.2018

v) HR and Organisational development-TPP

TPP said that he had been unable to carry out his visit this term but will arrange to come in as soon as possible.

vi) Business Development and Marketing-AM-11.6.2018

AB said that as a result of David Scott's 'Health Check', he will improve the amount and quality of data he provides to governors, which governors should challenge through their portfolios.

He encouraged governors to visit the school at any time, not just for their allocated portfolio visits.

BM asked whether AB intends to invite SLT members to these meetings. AB said he is currently asking SLT members to contribute to his Principal's report but will invite someone from SLT next time.

Action: AB to invite a member from SLT to the next LGB meeting.

BM said that she would like to visit YPA. LC invited her to visit both schools during their summer fayre on 13.7.2018.

Governors **RECEIVED** the portfolio reports.

10. Policies and Procedures

Governors **NOTED** that the following policies were approved by the OHC&AT Board on 16.3.2018:

NAME	TYPE	STATUS
Attendance Policy (Academies)	Additional	New
Child Protection, Adult Protection & Safeguarding Policy	Core	Review
Complaints Policy (Academies)	Core	Review
Families and Visitors Code of Conduct	Additional	Review
Gifts and Hospitality Policy	Additional	Review
Lone Working Policy	Additional	Review
Mental Capacity and Consent Policy	Additional	New
Missing Child Policy (Academies)	Additional	Review

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

11. GENERAL DATA PROTECTION REGULATION (GDPR)-UPDATE

Governors **NOTED** the update from the Trust on progress with GDPR compliance.

12. ANY OTHER BUSINESS

- i) TPP asked whether the LGB should respond to David Scott's report in terms of his comment about governors, He wondered wither an anonymised survey should be sent staff asking them how they thought the governors were doing. AM agreed that it would be good to get this feedback.

TPP said he would re-visit the report and pull out the key themes. This will go back to AB who will decide how to give feedback. AB said this will involve middle leaders.

LC said that David Scott had given her a cribsheet for governors on questions they might be asked by Ofsted, that she could share with this LGB.

- ii) AB invited governors to attend the end of term celebrations or to come to the staff get-togethers held on the first Friday of every month.

iii) Dates of Future Meetings

The following dates were **AGREED**:

Tuesday 27th November 2018 at 4.30pm

Monday 18th March 2019 at 4.30pm (changed from 5.3.2019)

Tuesday 18th June 2019 at 4.30pm.

iv) Confidentially

There were no confidential items.

CHAIR-----

DATE-----