

**Castle Academy**

**FINAL Minutes of the 1<sup>st</sup> LAB meeting 2019/20 held on the 26th September 2019 at 18:00  
Castle Academy, St George's Street, Northampton, NN1 2TR**

These minutes reflect the order of the agenda and not necessarily the order of discussion

Agenda item	Discussion	Action / Information
1. Present.	<p><b><u>Present:</u></b>  <b>Lorna Beard</b> (Principal)  <b>Daniel Lugg</b> (Deputy Principal)  <b>Richard Auger</b> (TB Appointed)  <b>Catherine Castillo-Soto</b> (Chair Parent Governor)  <b>Ruth Ryan</b> (Co-opted governor)</p> <p><b>Paul Wheeler</b> (Finance and Operations Director &amp; Chief Financial Officer)  <b>Joshua Coleman</b> (CEO: EMAT)  <b>Katy Russell</b> (EMAT Head of School Development)  <b>Paul Osborne</b> (Clerk – Minutes)</p> <p>Introductions were made. PO reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off.</p>	
2. Apologies.	<p>Apologies were received and accepted from <b>Cameron Nixon – Engel</b> (TB Appointed), <b>Korrin Smith – Whitehouse</b> (TB Appointed), <b>Julie Kennedy</b> (Trust Board appointed governor).</p>	
3. Quoracy.	<p>The meeting was quorate.</p>	
4. Declarations of interest.	<p>There were no declarations of interest pertaining to this agenda that had not already been declared on the annual register of interests.</p>	

5. Appointment of Chair and Vice-Chair	<p>CC-S volunteered to be Chair for LAB. A vote took place and CC-S was elected unanimously.</p> <p>RR volunteered to be Chair for S&amp;P. A vote took place and RR was elected unanimously.</p> <p>Due to the number of apologies received the governors asked if the position of Vice-Chair could be added to the next meetings agenda.</p>	PO
6. Minutes from last meeting.	The minutes of the meeting held on the 18 <sup>th</sup> July 2019 were agreed to be an accurate representation and were signed by the chair.	
7. Action Log from the meeting held on the 18th July 2019.	<p>i. PO to add staff wellbeing into September's agenda. <b>Done.</b></p> <p>ii. CK to add a jargon buster alongside the curriculum to assist governors. <b>CK PO to action. has left EMAT</b></p> <p>iii. PO to add governor vacancies in to September's agenda. <b>Done.</b></p> <p>iv. PO to add security into September's agenda. <b>Done.</b></p> <p>v. LB to add school events to governor hub. <b>Done.</b></p> <p>vi. The board will work alongside the friends of Castle (FOC) to see what support they can give to increase members of FOC and increase the monies FOC raise. <b>Ongoing PO to add to next LAB agenda.</b></p> <p>vii. PO to add FOC into Septembers agenda. <b>Done.</b></p> <p>viii. CK to update regarding Governor's skills audit. Ongoing. <b>PO to resend skills audit information for completion by Governors ASAP. PO to send out links for Prevent, Safeguarding and FGM training.</b></p> <p>ix. All future meetings where possible to be in Castle's staff room starting at 18.30. <b>Done.</b></p>	<p>ii. PO</p> <p>vi. PO</p> <p>viii. PO</p>

	<p>x. All paperwork to be sent to the board at least seven days before the meeting starts. <b>Done.</b></p> <p>xi. PO to add lead governor roles, Relationship and Sex education, into Septembers agenda. <b>Done.</b></p>	
<p>8. Constitution of Board:</p> <p>i. Allocation of Lead roles: SG; SEND; PP; Wellbeing lead; H&amp;S lead; Careers lead; Website.</p> <p>ii. Allocation of governors to Standards committee &amp; any working parties</p> <p>iii. Chair of Standards committee</p> <p>iv. Request for Governance training</p>	<p>i. Allocation of Lead roles:</p> <ul style="list-style-type: none"> <li>▪ SG / SEND. <b>Richard Auger.</b></li> <li>▪ PP <b>Ruth Ryan.</b></li> <li>▪ Wellbeing lead <b>Korrin Smith – Whitehouse</b></li> <li>▪ Website <b>Cameron Nixon – Engel.</b></li> </ul> <p>PO to contact Julie Kennedy to see if she wants to support or solely lead SEND.</p> <p><b>CC-S agreed to work with Friends of Castle.</b></p> <p>ii. No working parties at present. All governors agreed to attend the first S&amp;P meeting to discuss who will be on the S&amp;P board for 2019/20.</p> <p>iii. RR is chair.</p> <p>iv. PO shared the training currently recorded by EMAT that has been completed by the governors. PO asked if any governor has completed training not recorded to forward certificates and the database will be updated.</p> <p>A discussion took place regarding how many staff governors should be on the board. The pros and cons of having one or two were discussed. All agreed it should be one non SLT staff governor.</p>	<p><b>PO</b></p>
<p>9. Board housekeeping:</p> <p>i. Code of Conduct: please read for signatures</p>	<p>i. PO collected signatures. All missing signatures will be picked up at the next meeting.</p>	<p><b>PO</b></p>

<p>ii. Skills Audit: please complete</p> <p>iii. Register of Interests form collection</p> <p>iv. KCSiE Part One (please read) for signatures</p>	<p>ii. PO to send out link for governors to complete the audit ASAP.</p> <p>iii. PO collected signatures. All missing signatures will be picked up at the next meeting.</p> <p>iv. PO collected signatures. All missing signatures will be picked up at the next meeting.</p>	<p><b>PO</b></p> <p><b>PO</b></p>
<p>10. Head Teachers Report:</p> <p>i. Staffing update</p> <p>ii. Pupil performance inc closing the gap</p> <p>iii. School Development Plan.</p> <p>iv. School events (governors invited)</p> <p>v. Exam results</p>	<p><b>i. Staffing update.</b></p> <p>LB gave an update a staffing update for 2019/2020 (including information from the staff guidelines presentation) highlighting the staff LB knows are leaving and how the future structure will work.</p> <p><b>A governor asked for the staff leaving have you a succession planning in place where required.</b></p> <p>LB confirmed she has and where needed all relevant staff will receive required training to replace the staff leaving with a view to developing these areas even further.</p> <p><b>A governor asked if LB feels if the staff members taking over new roles could they be taken on too much responsibility / workload.</b></p> <p>LB commented she currently has no concerns regarding this and these staff members are well managed and output of work is very good. This will be kept under review and support given if required.</p> <p>LB gave an update on the support NQT receive which includes;</p> <ul style="list-style-type: none"> <li>▪ One term in another school.</li> <li>▪ Support from relevant phase leaders.</li> <li>▪ Weekly monitoring.</li> </ul> <p>LB highlighted that recently three TAs have been promoted which is very encouraging.</p>	<p><i>Full report on GovernorHub</i></p>

	<p><b>A governor commented how positive their recent visit was to EYFS.</b>  <b>A governor commented on the positive and informative visit they have had recently with the Lead Children’s Worker - Safeguarding.</b></p> <p><b>A governor asked for an update on when the IT system will be able to work with the “my concern” system.</b></p> <p>LB gave feedback that originally it was going to be September 2019 now looking at October 2019. A list of the IT issues has been sent to the relevant department.          PW confirmed the IT team are aware of this and will follow up and report back.</p> <p>LD went through the Castles code of conduct and invited questions.</p> <p><b>A governor asked if return to work meetings are logged and a record kept.</b></p> <p>LB went through the procedure for the return to work meetings;</p> <ul style="list-style-type: none"> <li>▪ After any period of unplanned absence for sickness or any other reason, the Team Leader is expected to briefly, and informally, discuss the absence with the employee; these discussions will be recorded.</li> <li>▪ This discussion may be had with a member of the school office dependent upon the reason for absence.</li> <li>▪ When a staff members’ level of attendance is of concern, then more formal meetings may be held.</li> </ul>	<p><b>PW</b></p> <p><i>Full report on GovernorHub</i></p>
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	<p>LB advised that the behaviour policy has been sent to staff due to a change. The three key areas are;</p> <ul style="list-style-type: none"> <li>▪ Ready</li> <li>▪ Respectful</li> <li>▪ Safe</li> </ul> <p>Previously there were five key areas. This information has been communicated to all staff and has been well received.</p> <p><b>The governors feel the three key areas are a sensible approach and keep it simple for all and appreciate the communication that has been done regarding this.</b></p> <p>LD went through the recent EAL audit and asked for any questions.</p> <p><b>The governors are happy with the report and it's showing some very good practice.</b></p> <p>LD gave an update on the recent SEN visit which overall was very positive. The visit consisted of learning walks, and meeting a cross section of staff to gather a better understanding. The feedback from these conversations showed the staff had a good understanding and knew where to get the relevant documents / paperwork from.</p> <p>Some useful feedback to come out of the visit was;</p> <ul style="list-style-type: none"> <li>▪ To continue the work started on ensuring all paperwork is correct.</li> <li>▪ Continued development of IEP with smart targets.</li> <li>▪ Tighter monitoring of IEP.</li> <li>▪ SEN register to be updated and moved to the new trust format</li> </ul> <p>LD finished by reminding all that the visit was very productive. The areas to</p>	<p><i>Full report on GovernorHub</i></p>
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	<p>look at are already in the process of being actioned. LD advised that there is an EMAT SEN meeting over the coming week and LD will see what support EMAT can offer. LD commented that it's important the system used at Castle matches NIA and other EMAT schools.</p> <p><b>A governor asked if you got any templates to use from this visit.</b> LD advised we currently use Edukey system which have templates. These are reviewed every six weeks.</p> <p><b>ii. Pupil Performance</b> LB highlighted that more in depth information will be shared at the November S&amp;P meeting. LB notes that the outcomes for KS2 results look positive. Reading + 0.4 Maths + 2.0 Writing + 4.75</p> <p><b>iii. School Development Plan.</b> LD / DL went through the school priority report highlighting the five priorities.</p> <ol style="list-style-type: none"> <li>1. Further develop the teaching of reading to ensure that all pupils achieve the expected rates of progress or better.</li> <li>2. Ensure that new curriculum plans provide opportunities which excite and engage all pupils in order that pupils develop the skills and knowledge to support the next steps in their learning journey as well as developing their understanding of self and their community.</li> <li>3. Improve outcomes in writing in KS1/LKS2 particularly for the boys.</li> </ol>	<p><i>Full report on GovernorHub</i></p>
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	<p>4. Improve outcomes for those pupils with SEND through quality first teaching.</p> <p>5. The embedding of the principles developed through our Hub to ensure that leadership is delegated and effective throughout the school.</p> <p><b>A governor asked how do you measure points 2-5.</b> LD advised that among others, it's a combination of attendance, pupil voice, Ofsted framework including learning walks, books, governor visits and AIP visits. LD / DL are investigating if staff survey could be used for priority 5.</p> <p><b>A governor asked if there will be leaders for item 5.</b> LD advised that all of these areas will have a lead. LD would also like a governor lead for each of these priorities.</p> <p>LD/DL highlighted that relevant leaders have completed their action plans and these are currently being reviewed. This review work should be finished by October. Once finalised these action plans are designed to be reviewed every 2 years.</p> <p>CC-S will look at attending the next AIP visit to view these plans.</p> <p><b>iv. School events</b> LB she has uploaded information onto GovernorHub.</p> <p><b>v. Exam results</b> To be discussed at the first S&amp;P meeting.</p>	
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<p>11. Management Accounts for information</p>	<p>PW explained that the final accounts are not quite complete these should be finalised over the coming weeks. Top line info is available and PW was happy to advise that Castle will finish with a surplus which is in line with expectations. Taking into account the amount of work that has gone on over the last year this is a very good result.</p> <p><b>A governor asked when are the budgets finalised for an academic year.</b> PW explained these are finalised in July.</p> <p><b>A governor asked if LB was happy with the budget.</b> LB feels the budget received is sufficient.</p> <p><b>A governor asked how long the PFI model last for.</b> JC advised 30 years.</p>	
<p>12. Risk Register</p>	<p>JC advised that EMAT will be rolling out new software shortly for the Risk Register (RR) to help streamline the process. Once done the RR will be revisited focusing on the top 10. PO to add RR onto the next agenda. LB advised the RR is up to date and she has no concerns.</p>	<p><b>PO</b></p>
<p>13. Safeguarding matters inc: i. Pupil attendance ii. Exclusions iii. Children missing education iv. Private fostering v. Safeguarding report to TB</p>	<p>DL/LB advised that</p> <p><b>i. Pupil attendance.</b> 97.14%. <b>ii. Exclusions.</b> Zero. <b>iii. Children missing education.</b> Five there are no concerns as locations are known. <b>iv. Private fostering.</b> Zero. <b>v. Safeguarding report.</b> Zero.</p>	
<p>14, Governor Monitoring cycle and allocation of</p>	<p>LB advised she sends the circulates the cycle every 6 weeks.</p>	<p><i>Example on GovernorHub</i></p>

governors to priority areas on SDP.	LB gave an overview of how this works and as always extended an invitation to governors there are always welcome to visit.	
<p>15. Any other business.</p> <p>i. Staff wellbeing.</p> <p>ii. Governor vacancies</p> <p>iii. Security update.</p> <p>iv. Update regarding Relationship and Sex education.</p> <p>v. Friends of Castle update.</p>	<p><b>i. Staff wellbeing.</b> LB gave an update on the new initiatives recently introduced these include;</p> <ul style="list-style-type: none"> <li>▪ Staff have been asked if they have any unused products (toiletries for e.g.) to be brought into school for use by colleagues.</li> <li>▪ Working with MIND who are sending in activities, support information.</li> <li>▪ Yoga classes.</li> <li>▪ Book club to restart.</li> <li>▪ Last Tuesday of the month there is coffee and cake session for staff to have an informal chat in a relaxed atmosphere.</li> </ul> <p>LB advised that currently one staff member oversees all of the above but she is looking to distribute the ownership of these over the coming months.</p> <p><b>ii. Governor vacancies.</b> Please see agenda item 8 for further information.</p> <p><b>iii. Security update.</b> PW gave an update highlighting that CCTV has been ordered and currently is planned to be installed over the October half term. PW has met the owners of the abandoned property adjacent to the school who will visit the property.</p> <p><b>A governor asked if PW felt the owners fully understood the issues with the abandoned property.</b></p>	

	<p>PW didn't think they did and they were grateful for the feedback the school had provided and were keen to resolve the issue.</p> <p><b>The governors thanked PW for the update and the work he has done to help move this forward.</b></p> <p><b>iv. Update regarding Relationship and Sex education.</b> LB supplied an update.</p> <p><b>v. Friends of Castle.</b> No update to report PO to add to the next LAB agenda.</p>	
<p>16. Date of next meeting.</p>	<p>06/11/19 at <b>18:30</b> - S&amp;P. 20/01/20 at <b>18:30</b> - Full Board. 03/03/20 at <b>18:30</b> - S&amp;P. 24/03/20 at <b>18:30</b> - Full Board. 09/06/20 at <b>18.30</b> - S&amp;P. 09/07/20 at <b>18:30</b> - Full Board (EOY)</p>	<p>All note dates and calendar appointment have been sent</p>

**The meeting closed at 20.00**

Minutes agreed as a true representation and signed	
Signature	
Print Name	
Date	

**Actions from the meeting at Castle Academy held 26/09/19**

<b>Action</b>	<b>Owner</b>
1. PO to add to the next S&P agenda the position of Vice-Chair. Page 2.	PO
2. PO to investigate what action has been started reference a jargon buster alongside the curriculum to assist governors. Page 2.	PO
3. PO to add onto the next LAB agenda the board working alongside the friends of Castle (FOC). Page 2.	PO
4. PO to resend skills audit information for completion by Governors ASAP. PO to send out links for Prevent, Safeguarding and FGM training Page 2.	PO
5. PO to contact Julie Kennedy to see if she wants to support or solely lead SEND. Page 3.	PO
6. PO to ensure all governors have signed the code of conduct, KCSiE and Register of interest paperwork. Page 3.	PO
7. PW to report back on the IT issues at Castle. Page 5.	PW
8. PO to add Risk Register to the next meetings agenda. Page 9.	PO