

Castle Academy

FINAL Minutes of the End Of Year meeting held on the 18th July 2019 at 16:00

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>Present: Lorna Beard (Principal) Richard Auger (TB Appointed Chair) Catherine Castillo-Soto (Parent Governor) Julie Kennedy (Trust Board appointed governor) Cameron Nixon – Engel (TB Appointed) Ruth Ryan (Co-opted governor)</p> <p>Josh Coleman (CEO: EMAT) Carole Kirby (Head of Governance: EMAT) Katy Russell (EMAT Head of School Development) Paul Osborne (Clerk) – Minutes</p> <p>Introductions were made. RA 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.	Apologies, received and accepted from Korrin Smith – Whitehouse .	
3. Quoracy.	The meeting was quorate.	
4. Declarations of interest.	There were no declarations of interest pertaining to this agenda that had not already been declared on the annual register of interests.	
5. Minutes from last meeting.	The minutes of the meeting held on the 13 th June 2019 were agreed to	

	be an accurate representation and were signed by the chair.	
6. Action Log from the meeting held on the 14th May 2019.	<p>i. Staff wellbeing to be added into September's LAB agenda. PO to action.</p> <p>ii. LB to discuss with the staff wellbeing lead if there is a need / desire to have a governor's phone number available for staff to contact. Feedback from staff was positive more discussion to follow in September 2019.</p> <p>iii. LB/JC to update regarding the planned meetings looking at installing better quality fencing around the perimeter. Discussed at a stakeholders meeting 16th July Legal advice to be sought from the Trust regarding adding fencing to boundary.</p> <p>iv. RA will make some enquiries regarding private security options. Under review depending on the outcome of item iii.</p> <p>v. JC will approach local police and arrange a meeting to discuss security. Discussed in detail under AOB.</p> <p>vi. PO to contact all governors after they have viewed the new curriculum policy asking for any feedback and if in support ask them to ratify the policy by the end of June 2019. Done. CK to add a jargon buster alongside the curriculum to assist governors.</p> <p>vii. CC-S / CN-E to rearrange governor visit. Ongoing.</p> <p>viii. LB to look at the current parent governor vacancy and the upcoming staff governor vacancy. Ongoing to be looked again in September 2019.</p>	<p>PO</p> <p>CK</p> <p>PO</p>
7. Items for AOB	A discussion took place regarding the security issues currently faced by the academy which is mainly trespass and how these can be addressed.	PO to add security into September's agenda.

	<ul style="list-style-type: none"> ▪ The installation of CCTV would help with the best quality option used. Paul Wheeler and Nigel Starkey are currently looking at the cost of finances for CCTV. ▪ A single point of contact. ▪ The academy to send RA a list of all of the issues faced to see if there is a pattern. <p>JC advised the Trust is looking into the legal advice they need to follow as Amey are responsible for the fencing. This is being done as quickly as possible.</p> <p>A governor asked what the plans are for security over the Summer. LB advised.</p> <ul style="list-style-type: none"> ▪ As much equipment as possible will be brought inside. ▪ The site will be manned by Amey 8-4 daily. ▪ As NIA are having a large amount of construction works we will ask them to walk Castle's grounds as much as possible. 	
8. Principals report.	<p>SATs feedback.</p> <p>LB gave an overview regarding the recent SATs test and especially how proud they were with how well the children embraced the SATs test. As the full results for all of the test won't be known for several weeks the information shared was limited.</p> <p>A governor asked who marks the SATs test. KR advised they are marked by an outside agency.</p> <p>LB highlighted how this year's SATs papers will be used in future mocks as one of them was a particularly difficult paper.</p>	

	<p>Governors appreciated the work the schools have done with SATs preparation and look forward to discussing the results in future meetings.</p> <p>LB gave an update on the current staff vacancies. LB advised she has no major concerns for September.</p>	
<p>9. End of Year review.</p>	<p>i. What are the three key achievements of the LAB this year?</p> <ul style="list-style-type: none"> ▪ All meetings have taken place and have been quorate. ▪ The board has been on a steep learning curve but the environment has encouraged growth and participation. ▪ The quality and frequency of questioning has improved. ▪ Governor recruitment – leading to board stability <p>ii. What has been the impact of the governors’ involvement at school over the last year?</p> <ul style="list-style-type: none"> ▪ A detailed look at the management of exclusions was conducted with no recommendations required which was reassuring for school staff . ▪ The questions, comments from the board have been challenging, open, constructive. ▪ The governors have sought opportunities to raise their profile within the school and the local community. <p>iii. What are the key areas for development of the board for next year.</p> <ul style="list-style-type: none"> ▪ The board are eager to attend celebration assemblies and 	<p>LB to add school</p>

	<p>other school events when possible.</p> <ul style="list-style-type: none"> ▪ Although work has been done with raising the boards profile they are keen to further improve this. This will include having their pictures alongside the staff within the school. Having a segment within the newsletter. Manning a table at parents evening. ▪ 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. RA offered to help and asked for FOC to be added to Septembers agenda. ▪ Keep meeting items to time so that meetings do not run over and ensure all governors have an opportunity to contribute to discussion. <p>iv. What are the key areas that the board thinks the school needs to develop next year?</p> <ul style="list-style-type: none"> ▪ Ensure all paperwork for meetings is available at least seven days before any meeting. ▪ Invite governors to school events/request for volunteers. <p>v. What would make the relationship between the board and the Trust better?</p> <ul style="list-style-type: none"> ▪ The board noted how open to challenge and receptive the Trust is and are happy with the current relationship. ▪ The board thanked CK and KR for the support and training they have had this year. 	<p>events to governor hub.</p> <p>RA</p> <p>PO</p>
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	<ul style="list-style-type: none"> ▪ The board would like ID cards ASAP <p>vi. What would improve the relationship between the school and the board?</p> <ul style="list-style-type: none"> ▪ Upload school events to Governor Hub on the calendar. ▪ Meeting papers to be ready seven days before any meeting date. ▪ Add governor names to DBS cleared visitor book. <p>vii. How will we achieve this? Action Planning.</p> <p>CK will collate all of the feedback / comments received. Once the collation has been done, she would like a governor to work alongside her to compose the action plan.</p>	<p>CK / RA / CCS</p>
<p>10. Governor hub health check.</p>	<p>CK asked if over the summer the governors can look at the Governing Board Health check (located on Governor Hub) and complete as much as they can. This will enable the Trust to determine what training and support is required.</p>	
<p>11. Any other business.</p>	<p>A discussion took place regarding the set up and general procedures for these meetings. It was agreed that.</p> <ul style="list-style-type: none"> ▪ All future meetings where possible to be in Castle's staff room starting at 18.30. PO to update diary. ▪ All paperwork to be sent to the board at least seven days before the meeting starts. <p>There was a discussion regarding lead governor roles. This will be added to Septembers agenda.</p>	<p>PO</p> <p>PO to manage and follow.</p> <p>PO</p>

	<p>LB gave a brief update regarding the teaching of Relationships and Sex education. This will be added to Septembers agenda.</p> <p>LB gave a brief update regarding the most recent staff survey. The results were on the whole positive. More information and any required next steps will be discussed in September 2019.</p> <p>A governor asked if the school has a staff wellbeing day.</p> <p>LB confirmed there is along with support throughout the year.</p>	<p>PO</p> <p>PO</p>
14. Date of next meeting.	<p>Dates of meetings for the year:</p> <p>26/09/19 at 18:30 - Full Board.</p> <p>06/11/19 at 18:30 - S&P.</p> <p>20/01/20 at 18:30 - Full Board.</p> <p>03/03/20 at 18:30 - S&P.</p> <p>24/03/20 at 18:30 - Full Board.</p> <p>09/06/20 at 18.30 - S&P.</p> <p>09/07/20 at 18:30 - Full Board (EOY)</p>	<p>All note new time and date.</p> <p>Calendar appointment has been sent</p>

The meeting closed at 18.00

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

Actions from the meeting at Castle Academy held 18/07/19

Action	Owner
1. PO to add staff wellbeing into September's agenda. Page 2.	PO
2. CK to add a jargon buster alongside the curriculum to assist governors. Page 2.	CK
3. PO to add governor vacancies into September's agenda. Page 2.	PO
4. PO to add security into September's agenda. Page 2.	PO
5. LB to add school events to governor hub. Page 5.	LB
6. 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. Page 5.	FOC/RA
7. PO to add FOC into Septembers agenda. Page 5.	PO
8. CK will collate all of the feedback / comments received. Once the collation has been done, she would like a governor to work alongside her to compose the action plan. Page 6.	CK / RA /CCS
9. All future meetings where possible to be in Castle's staff room starting at 18.30. Page 6.	PO
10. All paperwork to be sent to the board at least seven days before the meeting starts. Page 6.	PO
11. PO to add lead governor roles / Relationship and Sex education / into Septembers agenda. Page 7.	PO