

FINAL Minutes Local Advisory Board: Castle Academy
21st Of September 2021 18.00
Meeting held at Castle Academy
The first LAB meeting of the academic year 2021-2022

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

Agenda item	Discussion	Action / Information
1. Present.	<p>Zoe McIntyre (Executive Head Teacher Stimpson, Hardingstone & Castle academies) Daniel Lugg (Head of School) Luci Clapton (TB appointed governor / Stimpson academy Head of School) Catherine Castillo-Soto (Parent Governor) + Korrin Smith –Whitehouse (TB Appointed) Hayley Draper (Co-Opted Governor) Lauren Saunders (Co-Opted Governor) Adam Chapman (TB Appointed Governor) Monica Juan (EMAT Compliance / Governance) Joshua Coleman (CEO: EMAT) John Lawson (EMAT Head of Education) Paul Osborne (Clerk – Minutes / Chaired meeting up to item 6.)</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>	+ CC-S joined virtually and left at 18.55
2. Apologies.	<p>Apologies received and accepted from Cameron Nixson-Engel (TB Appointed), Bryony Nester (Staff Governor), Tabassum Beig (Co-Opted Governor). Luci Clapton was welcomed onto the board.</p>	
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. Appointment of Chair and Vice-Chair for LAB.	<p>KS-W was unanimously elected as Chair and informed all that she can hold the position up to Christmas when work commitments will dictate if she can continue.</p> <p>HD was unanimously elected as Vice-Chair</p>	

MJ asked KS-W if she was happy at this point to go through the proposals and the detailed discussion she had with JC, MJ, ZM and DL regarding federating the Castle board with Hardingstone and Stimpson (H&S).

KS-W advised the board that now ZM is Executive Headteacher of Castle, Stimpson and Hardingstone the proposal is for the boards to be federated and asked governors for feedback.

A governor asked why propose this now.

JC advised that the timing is due to the appointment of ZM as Executive Headteacher for Castle, Hardingstone and Stimpson. JC advised that currently, the plan is to have 1 Chair and 3 Vice-Chairs

JC noted that with delegated power the federation could be imposed but that's not how EMAT operates and wanted the governors to have the opportunity to discuss the proposal.

A lengthy discussion followed where the pros and cons of the proposal were discussed in detail.

The cons/concerns highlighted were;

- Potential lack of parental engagement at Castle and the parents may be concerned the board and their voice is being diluted and they would not feel engaged.

ZM/ LC highlighted that their experience of having a federated board at H&S has been positive with parents feeling more engaged, informed, and the board becoming stronger and more challenging. Since the federation, the feedback has been positive for the schools/staff/pupils and parents.

- Timing of meetings is vital to ensure the information is shared, meetings are inclusive and do not go on for several hours.

All agreed on the need for the agenda/meetings to be tight and be no longer than three hours long but ensuring all schools receive the time they need to present the required information and governors to have enough time to ask questions.

JC encourage the use of surveys to ascertain if the meetings are working for all.

A governor asked how long do the H&S meetings last.

LC advised two hours with both schools getting equal time and it's crucial the information shared by the clerk is pre-read before the meeting allowing for some statutory items to be information only.

JC highlighted the need for future agendas/meetings to focus on areas that need improving and challenging the schools. The skills

the Castle governors have on this last point would be a huge benefit to the federated board.

- Governor monitoring visits could be more challenging if a governor needs to speak to three members of staff.

DL/ZM advised that the use of Teams would be a useful tool so governors don't have to increase the number of visits they do they just need to increase the number of staff members invited to a meeting. DL/ZM highlighted that they are happy to help governors with their visits and the use of hybrid meetings.

Some of the pros were;

- Having a strong board with increased skills/experience.
- Opportunity to share best practices for staff and governors.
- DL/ZM highlighted the similarities between Castle and Stimpson for e.g. pupil intake, the local communities they serve and the performance data. All of these would benefit both schools working so closely together.
- The experience/skills the Castle board would bring to the federated board would be immense along with a fresh set of eyes and ideas.
- The impact the Castle board has had with the pupils would be invaluable to the pupils at H&S.
- The current ideas the Castle board has regarding community engagement could now be implemented over three schools and communities.
- More governors on the board.
- A greater mixture of parents/skills on the board.
- The wellbeing of the staff due to the reduction in the number of meetings.
- Additional schools to compare data against.

A governor asked would the federated board have a common thread.

MJ advised there is and this to provide the pupils with the best education possible.

A governor asked if the federated board would be classed as a localised board.

MJ confirmed it would but across three schools.

A governor asked if the proposal would continue with the current S&P and LAB meetings.

MJ confirmed they would.

*CC-S left at
18.55*

	<p>A governor asked if there could be informal board meetings held in between the LAB and S&P meetings. MJ advised there could be the potential for this but highlighted these wouldn't be classed as formal meetings and wouldn't be minuted.</p> <p>A governor asked if a comparison of data for the three schools could be presented at future meetings to look at best practices. ZM/LC confirmed it could and comparing of data/sharing of best practice has already started.</p> <p>A governor asked what is the timeline for the proposal. JC advised that the federated board could be trialled up to December 2021 then reassessed, but the proposal needs to be presented to the H&S board first on the 30th of September.</p> <p>MJ noted that CW could work with KS-W up to Christmas on a succession plan due to the possibility of KS-W stepping down as Chair at Christmas. The governors agreed to this plan.</p> <p>MJ advised that the governors will receive any training/support they require during and after the proposal period.</p> <p>KS-W advised that upon hearing the proposal she felt there are more pros than cons.</p> <p>DL advised the board that due to the site management company the meeting must be concluded by 20.00hrs. All agreed to move on to other items on the agenda.</p> <p>The governors thanked KS-W/JC/MJ/DL/ZM for the update and the majority agreed to the proposal.</p>	
6. Minutes from the last meeting 5th of July	<p>The minutes of the meeting held on the 5th of July 2021 are still to be finalised.</p> <p>PO to present the 5th of July 2021 minutes at the next LAB meeting.</p>	PO
7. Action Log from the meeting held on the 5 th of July.	<p>i. KS-W to electronically sign the 15th April 2021 minutes. Done.</p> <p>ii. PO to add to the second LAB meeting of 2021-22 an agenda item to discuss History / Metacognition and Diversity a curriculum review. Diariied.</p> <p>iii. All governors to read and electronically sign the SEND code of practice on GovernorHub. PO advised that CN-E and LS are still to sign. Ongoing.</p> <p>iv. MJ to send the governors the full risk register. Done.</p>	CN-E / LS

	<p>v. DL/ZM to share the grab file with the governors. Done on Teams.</p> <p>vi. TH to be invited to attend a future LAB meeting to discuss learning powers in more detail. DL advised that learning powers have been covered and welcomed governors to raise this during their school visits.</p> <p>vii. DL/DB to investigate if any grants are available to assist with the funding of the after school clubs. DL advised that investigations are ongoing.</p> <p>viii. DL to pull data together to ascertain if the number of pupils attending after school clubs has changed since the introduction of the charge. DL advised that the initial feedback and uptake of the change has been positive and PP funds may be used if appropriate. Ongoing.</p> <p>ix. PO to add to the LAB/S&P agenda nearest the November review date for the income and charging policy. Diaried.</p> <p>x & xi LB/ZM/DL to ensure the school priorities mirror those listed in the governor action plan. xi. LB/ZM/DL 11. KS-W/DL to arrange a date for governors to attend a staff meeting in September where the governor action plan priorities will be explained and feedback from staff will be welcomed. DL advised that the priorities are still to be confirmed and once done will liaise with KS-W ref next steps.</p> <p>xii. PO to add to Septembers LAB meetings an agenda item for recent visits (not discussed in the June S&P) and key priorities update. Done.</p>	<p>DL</p> <p>DL</p> <p>PO</p> <p>DL/KS-W</p>
<p>8. Management Accounts for information</p>	<p>JC advised that the current financial situation is good with the school showing a small deficit.</p> <p>A governor noted that the recent NGA skills audit showed finance is an area the governors would benefit from more training.</p> <p>MJ thanked the governor for the feedback and advised there is finance training planned for the Autumn.</p>	
<p>9. Constitution of Board: i. Allocation of Lead roles:</p> <ul style="list-style-type: none"> • SG (safeguarding) • SEND (Special Educational Needs and Disability) • Inclusion (inc Pupil Premium/ EAL/CV-19 catch up) • Wellbeing 	<p>PO advised the board that the lead roles for 2021-22 need to be sorted out for the following areas.</p> <ul style="list-style-type: none"> • SG (safeguarding) Yearly schedule for monitoring safeguarding on Teams. Governor lead LC. • SEND (Special Educational Needs and Disability). Governor lead KS-W. • • Inclusion (inc Pupil Premium/ EAL/CV-19 catch up). Governor lead AC. • Wellbeing. Governor lead LS. • PE. TBC 	

<ul style="list-style-type: none"> • PE • AIP priority monitoring. Writing & SPAG / Phonics <p>ii.</p> <p>iii.</p> <p>iv. Community engagement. A discussion for the LAB to start arranging regular community engagement with HT support, ensuring that systematic arrangements are in place to hear and respond to the voices of all stakeholders (Pupils / Parents / Staff).</p>	<ul style="list-style-type: none"> • AIP priority monitoring. Writing & SPAG / Phonics. HD. <p>PO to speak to the governors not in attendance to ascertain if they will lead on the TBC areas.</p> <p>Items ii. / iii. Not covered due to time constraints</p> <p>ii. Governor visit expectations including frequency of visits. The following is from EMAT's guide to governance "Governors should arrange to visit the Academy in between governance meetings, focussing on an aspect of the Academy Improvement Plan or Governors statutory duties."</p> <p>iii. To note all governors are members of the S&P committee.</p> <p>.</p> <p>iv. The governors asked if all school events they could attend can be shared and added to a calendar. ZM/DL to investigate.</p>	DL/ZM
<p>10. Governance.</p>	<p>Item 10 was not covered due to time constraints.</p> <p>Governance;</p> <p>i. NGA reminder of the training available.</p> <p>iii. 21st October SG/SEND/EAL forum more info to follow.</p> <p>iii. Board housekeeping as per the 27th August email</p> <p>iv. Mental Health training update. LB will confirm details ASAP.</p> <p>v. Outstanding governor visit forms from 2020-21.</p>	
<p>11. Head Teachers Report:</p> <p>i. Performance report to include;</p> <ul style="list-style-type: none"> • Staffing and Organisation • Attendance • Curriculum • Teaching and learning • Early Years Foundation Stage • SEND / EAL /Disadvantaged • Leadership and Management • Safeguarding <p>ii. School events (governors to be invited)</p> <p>Link to Sway on Teams</p>	<p>Item 11 was not covered due to time constraints.</p> <p>The governors were asked to comment on the Teams channel with any questions they had regarding the report and DL would respond to them.</p>	

iii. SCR update vi. Ofsted Preparation update. v. Parent governor vacancy x 1 to be conducted before Oct half term.		
12. Policy / Policies for governor review (any additions to be highlighted). • Needlestick policy	The governors unanimously ratified the Needlestick policy. PO to add the new Safeguarding policy to the next LAB agenda.	PO
13. Any other business.	There was no AOB at this time.	
14. Date of the next meetings.	23/11/2021 18.00 S&P 18/01/2022 18.00 LAB 15/03/2022 18.00 S&P 24/05/2022 18.00 LAB 05/07/2022 18.00 LAB 13/ 07/2022 18.00 S&P	Calendar appointments have been sent.

The meeting closed at 19.57

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

Actions from the virtual meeting for Castle Academy held on 21/09/2021

Action	Owner
1. PO to present the 5 th of July minutes at the next LAB meeting. Page 4.	PO
2. CN-E & LS to read and electronically sign the SEND code of practice on GovernorHub. Page 4.	CN-E & LS

3. DL/DB to investigate if any grants are available to assist with the funding of the after school clubs. Page 5.	DL
4. DL to compile some data together to ascertain if the number of pupils attending after school clubs has changed since the introduction of the charge. Page 5.	DL
5. PO to add to the LAB/S&P agenda nearest the November review date for the income and charging policy. Page 5.	PO
6. LB/ZM/DL to ensure the school priorities mirror those listed in the governor action plan & 7 KS-W/DL to arrange a date for governors to attend a staff meeting in September where the governor action plan priorities will be explained and feedback from staff will be welcomed. Page 5.	ZM/DL
8. DL/ZM to investigate if all school events the governors will/can attend be shared and added to a calendar. ZM/DL to investigate. Page 6.	DL/ZM
9. PO to add to the next LAB meetings the safeguarding policy. Page 6.	PO