

## Record of Meeting

### GOVERNORS' MEETING

29th September 2009

**Present:**

Peter Mitchell (PM)	Lorna Caldicott (LC)	Philip H Smith (PHS)	Uthel Laurent (UL)
Lesley King (LK)	Brian Rabe (BR)	John Kerr (JK)	Charles Hampshire (CH)
Caroline Raine (Clerk)			

#	Subject	Actions
1	<p><b>Apologies for Absence</b> The Chair accepted apologies from Ann Limb, Kevin Wilson and Nicolas Heslop.</p>	
2	<p><b>Declarations of interest</b> None</p>	
3	<p><b>Approval of Previous Minutes and Matters Arising</b> The minutes of 29/06/09 were reviewed, agreed and signed as a true record of the last meeting.</p> <p>PM reported that Edge and the SSAT were working on a joint publication to be published around January 2010 to tell the story of Edge's involvement with Academies.</p> <p>PM reported that he and LC had met with Gail Tolley, Head of the LA's Children and Young People's Services.</p> <p>PHS reported that he had provided CH with an overall risk-averse investment strategy that had now been implemented.</p>	
4	<p><b>Key Performance Indicators</b></p> <p>PM outlined the KPIs re tabled as ones to be regularly reported on. The <b>agreed</b> list was as follows:</p> <p>The Governors will receive the following at each meeting:</p> <ol style="list-style-type: none"> <li>1. % of students in each of Years 9, 10 and 11 on target for or actually achieving:</li> <li>2. 5 A*-C or equivalent including English and Maths</li> <li>3. 5 A*-G or equivalent including English and Maths</li> <li>4. At least one A or A*</li> <li>5. Number of students who have not gained any qualification</li> <li>6. % attendance of students for each year group</li> <li>7. % attendance of i) teachers ii) support staff</li> <li>8. Exclusions by number of occasions and numbers of days</li> <li>9. Number of employers within year to have provided direct support to timetabled curriculum and number of unique employers to have made use of Enterprise Hub facilities.</li> <li>10. Post 16 retention rate</li> <li>11. Level of community use</li> </ol> <p>The Governors will receive the following annually:</p> <ol style="list-style-type: none"> <li>1. Attainment of SEN students</li> </ol>	

	<ol style="list-style-type: none"> <li>2. Attainment post I6</li> <li>3. Data on where students go to on leaving the Academy</li> <li>4. Number of students choosing the academy as first choice</li> <li>5. Student numbers in each year</li> <li>6. % students eligible for free school meals and their relative achievements in school</li> <li>7. Homework activity</li> <li>8. Balance on rewards and sanctions applied</li> <li>9. Pride indicators e.g. wearing of uniform and measurement of litter levels</li> <li>10. Satisfaction rates of parents, students, the wider community and staff (possibly to include house prices)</li> <li>11. Teenage pregnancies and how we are dealing with these students' education</li> <li>12. Levels in engagement in voluntary extended schools activities</li> <li>13. Number of students taking part in performing arts and sports activities outside of the normal curriculum</li> </ol> <p>Trends would be reported each meeting, with baseline indicators from Sir Frank Markham School where possible.</p>	
5	<p><b><u>Principal's Report</u></b></p> <p>In addition to LC's tabled report the following issues were highlighted:</p> <p><u>The Building</u></p> <ol style="list-style-type: none"> <li>1. Snagging was underway during evenings and weekends, with a focus on making good during the forthcoming October break.</li> <li>2. The Building Management System that controls the heating and ventilation needed time to be fine tuned and to settle down.</li> <li>3. A proper builders clean was not possible before the students arrived, however LC was consulting facilities management experts to put good processes in place, including implementation of all-day cleaning routines.</li> <li>4. The kitchen was producing nice food, but was proving a smaller space to work in than had been enjoyed by the staff at the predecessor school.</li> </ol> <p><u>ICT</u></p> <ol style="list-style-type: none"> <li>1. Kit and systems were largely up and running. The installed broadband link had proved too slow and was being upgraded.</li> <li>2. Student laptops had had to be re-imaged.</li> <li>3. A technical issue between projectors and Smartboards had been found and was being addressed.</li> </ol> <p>CH commented on the clear commitment from Kier and Gaia to get everything right.</p> <p>In answer to the question "What is working well?" LC reported:</p> <ol style="list-style-type: none"> <li>1. The Art &amp; Design Village was a great space, with a good atmosphere and team spirit.</li> <li>2. The Performing Arts team were very pleased with their area, for example the music practice rooms and dance studio.</li> <li>3. The P.E. team were very pleased with the raised attendance at their after-school clubs.</li> <li>4. The Year 7 Learning Village "Explore" had already developed a good sense of identity.</li> <li>5. Teaching in the Year 11 Village was being driven by the RAP (Raising Achievement Plan). Students were about to take mock exams in a drive to improve technique in English and Maths.</li> <li>6. The Open Friday for students to take parents on a tour had been very popular in the first week.</li> <li>7. In terms of the students; punctuality was quite pleasing; behaviour in lessons was OK; staggered lunches and breaks were working OK and that the uniform had received positive</li> </ol>	

	<p>comments from parents and residents.</p> <p><u>Teaching</u> – LC reported that the next big area of focus was improving the largely “satisfactory” standards in teaching. All teachers were about to undergo lesson observations and feedback. PM noted he was very impressed with LC’s knowledge of teaching standards within two weeks of opening.</p> <p>In response to UL’s early observations, LC commented that:</p> <ol style="list-style-type: none"> <li>1. The sometimes slow teaching pace was being addressed (see above).</li> <li>2. She was aware of and was in the process of developing more homework for Year 10s.</li> <li>3. That strict uniform standards would be kept up.</li> <li>4. That Student Planners would be checked weekly by a member of the Village team but not in every lesson.</li> </ol> <p>It was <b>agreed</b> that the results of monitoring the strategic plans would be encapsulated in the Principal’s Report.</p> <p>It was <b>agreed</b> that a specialism report would be tabled three times a year by the Director of Business and Enterprise, beginning in December 09.</p> <p>PM thanked LC for being on top of everything so quickly.</p>	
6	<p><b><u>Three Year Budget Forecast</u></b></p> <p>CH remarked that the forecast had been designed to give initial reassurance on budgets and to present a format for future reporting. Regarding possible future cuts in government funding, PM said it was wise to assume a 3% cut in future figures.</p> <p><b>ACTION 0801 CH</b> to give a current year financial update at the December 09 meeting.</p>	<b>CH 0801</b>
7	<p><b><u>Way Forward for Governors’ Training Needs</u></b></p> <p>BR and UL commented that they would generally welcome training materials in a written format. It was <b>agreed</b> to extend the December meeting by one hour for training on legal responsibilities of Governors.</p> <p><b>ACTION 0802 LK</b> to provide a quotation to CH on the cost of a legal responsibilities seminar and SEN training for Govs.</p> <p><b>ACTION 0803 CH</b> to liaise with LK on setting up a legal responsibilities seminar at the end of the December meeting.</p> <p><b>ACTION 0804 Governors</b> to let CR know of any specific training needs.</p>	<p><b>LK 0802</b></p> <p><b>CH 0803</b></p> <p><b>Govs 0804</b></p>
8	<p><b><u>Community Use Agreement</u></b></p> <p>CH reported that community use would build up over time. He clarified that use of the building by local businesses would be via the Business and Enterprise Director. The areas of the building to let under the proposed agreement were the outside pitches, the halls and dance studio, the food technology area and the drama studios. CH explained that the pricing of facilities would be in some cases be matched to rates at Woughton Leisure centre and in others priced at a premium. He clarified that all users of the facilities would have to have their own insurance.</p> <p>PM thanked CH for working hard to develop good relationships with the Woughton centre.</p>	
9	<p><b><u>Any other business</u></b></p> <p><u>Uniform purchase</u> – LC reported that in a few cases of obvious hardship that uniform had been provided free to Year 7 students. There would be no payment plan operated by the Academy, but that LC would be approaching Woughton Parish Council for details of a welfare fund.</p>	

	<p><u>Extra-curricular activities</u> – LC confirmed that parents would be informed shortly of the extra-curricular clubs that were being set up.</p> <p><u>Publicity</u> – LK commended LC on the very positive publicity that the Academy had received in the first two weeks.</p>	
10	<p><b><u>Date and time of next meetings</u></b> 7<sup>th</sup> December 2009 from 10am at the Academy.</p>	

**These notes are a true record of the meeting.**

Signed by Chair \_\_\_\_\_

Date \_\_\_\_\_