

## **The Burgess Hill Academy**

### **Minutes of the 1st Meeting of the Governing Body held on 13<sup>th</sup> September 2016**

**Present: Caroline Hill, Ian Hughes, Riika Jokelainen, Susan Thorpe, Paul Anthony, Richard Bowles, Linda Dorgan, Jon Francies (principal)**

**Also present: Kathryn Smith (University of Brighton Academy Trust) David Pamment (clerk to the governing body)**

Apologies for absence were received from Peter Talarico

Prior to the meeting each governor present completed and signed the annual declaration of business and pecuniary interests forms and passed these to the clerk.

#### **1. Election of Chair**

- 1 The clerk took the chair for this item. He said that as there had been no written nominations in advance to serve as chair of the governing body he was inviting nominations at the meeting. The appointment of a chair would be for three years and subject to ratification by the Academy Trust Board. After discussion Riika Jokelainen said she would be prepared to stand and was unanimously elected on a show of hands.

#### **1. Election of Vice Chair**

- 1 There had been one written nomination from Caroline Hill. On a show of hands Caroline was unanimously elected as vice chair for the 2016/17 academic year.

#### **1. Terms of Reference, Constitution and Membership of Local Governing Body**

- 1 This model document from the Academy Trust had been circulated in advance and was received and noted by the governing body.

#### **1. Governors' Code of Conduct**

- 1 Each governor present signed and returned to the clerk a copy of the Code of Conduct.

#### **1. Delegation of Governance and Financial Scheme of Delegation**

- 1 Both Academy Trust documents had been circulated in advance and were

received and noted by the governing body as a model for local governance. It was agreed that papers for all meetings if possible should be circulated 7 days in advance.

## 1. Membership of Committees

- 1 The terms of reference for the three standing committees were received and noted.

6.2 Committee membership was then agreed as follows:

**Pay and Performance:** Riika Jokelainen, Paul Anthony, Ian Hughes

**Admissions:** Jon Francies, Linda Dorgan

**Exclusions:** Richard Bowles, Susan Thorpe, Caroline Hill, Peter Talarico (subject to confirmation)

It was agreed to assess in due course whether any further local committees or working parties would be required.

## 1. Governor Leads

- 1 The following lead governors were agreed:

**Pupil Premium** – Ian Hughes

**Finance** – Paul Anthony

**Safeguarding** – Linda Dorgan

**SEN** – Susan Thorpe

**Health and Safety** – Richard Bowles

## 1. Presentation from the Principal

- 1 Jon Francies distributed a number of documents - a summary of 2016 GCSE performance, the 'headlines' to inform the academy development plan and an update of the academy leadership structure and subject leaders.
- 2 Jon gave a visual presentation of the 2016 results and their implications. The academy had a new 'strapline' "**Believe in Your Best**" and the 2016 GCSE performance had provided a great launching pad for the academy. Comparing like for like performance data that the LEA will have collected and will be shared later in the year, represents the school's best ever results:

	2015	2016
English C+	75%	72%
Maths C+	73%	82%

5A\*-C inc. Eng + Maths

61%

68%

In fact, 75% of students had achieved 5A\*-C grades (including English & Maths). This is a combination of old and new assessment measures and will not appear in any official documentation but can and should be used legitimately for PR and marketing purposes. The following key performance outcomes were achieved:

Basics (passing English lit/Lang or Maths)	78%
Progress 8 attainment	0.14
Attainment 8 grade	C+
EBACC	28%

The 78% with English and Maths is the key score being the 5<sup>th</sup> best in West Sussex.

- 1 Jon believed that the academy would improve on these results in 2017 and he was enthused

by the positive attitude already being shown by both students and staff towards improving progress and attainment levels still further. The key target was to achieve a grade B on the Attainment 8 measure and sustain or improve on that advance in the future. There was further work to do on improving the performance of those students eligible for pupil premium funding as currently their attainment levels lagged behind their non PP peers.

- 1 Jon highlighted those subjects which had done particularly well. In addition to Maths, which

had made substantial advances on its 2015 performance, there were significant success stories in Art, Photography, English Literature, History and Science. Student attainment levels in Geography, PE and Res. Materials were however disappointing and required improvement. Jon was confident that the current year 11 cohort was brighter than last year's and could achieve even better results. There would be some challenges ahead however, particularly given new GCSE syllabuses in English and Maths with a concentration of assessment by a final exam rather than a combination of exam/teacher assessments.

- 1 Governors asked what actions were being taken to address shortcomings in poorer performing subject areas? Jon said there was a regular cycle of reports and outturn meetings with all subject leaders, not just the weaker performers, in which issues affecting student performance were identified and progress monitored. He also said that discrepancies remained in some subjects between forecast assessments and actual student performance which remained a priority to address.
- 2 In the light of the issues raised through the 2016 GCSE outcomes the governing body agreed

it should have access to the full data pack at its next meeting and that it should receive a

presentation on current data and its uses by teaching staff.

**ACTION: Jon Francies**

- 1 Jon then referred to the leadership and subject leader structure he had distributed and gave

a brief update on staffing. He was pleased to report that the academy was fully staffed and that in addition there were 6 NQT's in post. The academy also benefited from having student teachers on secondment from the University of Brighton.

At this point governors adjourned to view the recent significant improvements which had been made to corridor and student toilets and were pleased to note that students had been actively engaged in the design and colour schemes.

- 1 On resumption Jon presented the outline targets and objectives which would inform the

Academy Improvement Plan. The full Plan would be circulated to governors and presented to the next meeting.

**ACTION: Jon Francies**

- 1 Jon highlighted some of the challenges ahead, in particular the impact of a falling roll in the recent past on the academy's finances and the need to make the academy the secondary school of first choice for the local community. There were only 143 students in the current year 7 and there were less than 100 first preferences from parents locally for admission to the academy in September 2017. However, he believed that the academy could build on its positive start and focus and given the recent GCSE performance, he expected significant and lasting improvements in teaching, learning and reputation over the next three years. It was not unrealistic to expect that by then the academy would be in the top 10% of similar secondary schools nationally and this would be the driving focus for staff and the leadership team.

**1. Policies and Procedures**

- 1 A list of Academy Trust policies had been circulated for adoption by the governing body. Kathryn Smith confirmed that these were available for scrutiny on the Academy Trust website. It was open to the governing body to approve further local specific policies. Following discussion, it was agreed that it was essential to comply with statutory requirements for the academy to have both a local Accessibility Plan and a relevant Sex Education policy in place. Governors noted that the Academy Trust had requested that all its academies produce an academy specific Sex Education policy. It was therefore agreed that a draft Sex

Education policy would be circulated to governors prior to the next meeting for formal ratification at the meeting.

**ACTION: Jon Francies**

**1. Any Other Business**

- 1 Governing Body Report to the Academy Trust:** Kathryn Smith confirmed that a chair's report was required from each constituent academy every term in a specified format. The first report would be required for the December meeting of the Academy Trust Board. It was agreed that the first report from this academy should be prepared for discussion and agreement at the November governing body meeting.

**ACTION: Riika Jokelainen/David Pamment**

- 1 Governors were advised of the Academy Trust's Development Day 'Shaping Trust Governance to be held on 19<sup>th</sup> November 2016.

- 1 It was agreed that Pupil Premium would be a substantive item for the October meeting.

**ACTION: Jon Francies/David Pamment**

- 1. Date of Next Meeting:** It was agreed to continue with monthly meetings but to put the starting time back to 6pm. As good practice it was also agreed that all meetings should be limited to 2 hours. The next meeting would therefore be on Tuesday 18<sup>th</sup> October starting at 6pm and would be preceded at 5pm by the Pay and Performance Committee.

#### **ACTION PLAN**

- 1. Circulate to all governors full data pack on 2016 GCSE performance and arrange for presentation on data at the October meeting** Jon Francies
- 2. Circulate Academy Improvement Plan to all governors and present to October meeting**  
Jon Francies
- 1. Circulate for comment Academy Sex Education Policy for formal ratification at October Meeting** Jon Francies
- 2. Begin preparation of Autumn term report to the Academy Trust**  
Riika Jokelainen/David Pamment
- 1. Pupil Premium to be substantive agenda item at October meeting**  
Jon Francies/David Pamment

