

THE BURGESS HILL ACADEMY

Minutes of the 3rd meeting of the governing body held on 15th November 2016

Present: Caroline Hill (chair), Ian Hughes, Paul Anthony, Richard Bowles, Linda Dorgan, Peter Talarico, Jon Francies (Principal)

Also present: Kathryn Smith (U of B Academy Trust), Anthony Snape (asst. principal – for item 2), David Pamment (clerk to the governing body)

Apologies for absence were received from Riika Jokelainen and Susan Thorpe

1. Declaration of Business Interests

1.1 Caroline Hill declared her employment with the University of Brighton and Ian Hughes his employment on academies policy with the Department for Education.

2. Presentation on the Use of Data

2.1 Anthony Snape was welcomed to the meeting. Anthony outlined the process of assessment without levels which had now been introduced for secondary schools with the aim of reducing inequalities in assessment. Levels of attainment and progress would remain for years 8-11 but the new arrangements would apply in future for all students entering secondary education. SATs continued to apply at KS2 to grade individual performance at primary school but at KS3 and 4 the focus would in future be on an individual student's progress linked to expectations and his/her 'flight path' to achieving those expectations.

2.2 Anthony said that the academy was reviewing the data it collected to meet the new requirements. Data would be collected less frequently than before but at specific points in time to measure students' progress against their flight paths. More feedback from students and parents would also be encouraged. In response to questions from governors Anthony confirmed that teachers would record negative progress on a student's flight path where necessary. Anthony was establishing the mechanisms for data collection and assessment; however the role of the academy's learning teams and of individual subject leaders was crucial in ensuring a smooth and successful transfer to assessment without levels. There was limited national guidance to fall back on – a collaborative approach both within the academy and in sharing good practice with other schools was therefore essential.

2.3 Governors discussed with Anthony the new GCSE examination arrangements based on final exams rather than a modular assessment/exam combination approach that had applied hitherto in most subjects. Governors were reassured that students in years 10 and 11 were being prepared for the examination only arrangements through a number of tests under exam conditions. To help teachers prepare their students better a number of academy staff had applied to become examiners in English and Maths. Governors were also assured that the academy's IT support was compatible with the needs for data capture.

2.4 Governors thanked Anthony for his update and agreed to review later in the year.

3.Minutes of the Last Meeting

3.1 The minutes of the meeting of the governing body held on 18th October 2016 were agreed.

4. Matters Arising

4.1 **Sex Education Policy:** This had been circulated - approval was deferred pending any comments from Susan Thorpe. Governors were reminded of the requirement to consult with local stakeholders on the policy before ratification.

4.2 **Disclosure and Barring Scheme:** Clearance for some governors was still outstanding.

4.3 **On-Line Safeguarding Course:** Some governors had still to complete the course.

4.4 **Governors' Academy E-mail Addresses:** Governors who were having difficulty accessing their academy email accounts via googlemail were advised to liaise with Dan Wright, the academy's IT manager.

5. Academy Improvement Plan

5.1 Jon Francies distributed a summary of the Improvement Plan in booklet form together with an Action Plan for year 1. Governors reviewed the targets; some felt many of the success criteria set out in the Plan were too subjective. However it was recognised that in year 1 the primary focus was to ensure that developments for improvement were put in place – their measurability and effectiveness would be for years 2 and 3.

5.2 Jon outlined some of the key messages in the Improvement Plan. He emphasised that the academy wide targets set out in the Plan were underpinned by departmental and individual staff targets in line with the three core objectives of ensuring positive progress for all, engaging students effectively to enable them to challenge and to enrich their learning and well being. He also referred to the specific challenges of improving student performance for the most able and for those eligible for pupil premium funding and to the fact that the academy faced severe financial pressures in the short term due to an historical falling roll.

5.3 Governors questioned why there were specific targets for year 11 but targets for years 7-10 were grouped together. Jon said he believed the first priority for the academy was to get a programme in place to improve progress levels in year 11 and then to develop similar quantifiable targets for other year groups.

5.4 Governors then discussed how they could effectively hold the principal to account and the hard data and key performance indicators that were required to support the targets in the Improvement Plan. It was agreed that the principal should present to governors next time a data dashboard which could be used to support and measure progress towards the objectives highlighted for year 1 including performance criteria for teaching staff.

ACTION: Jon Francies

5.5 The governing body agreed the vision and overall objectives for students, staff

and the wider community outlined in the Plan and to adopt the Plan as a working document against which to monitor performance. It was also agreed to monitor progress against Plan targets in the Spring.

6. Principal's Monthly Report to Governing Body

6.1 It was agreed that the data dashboard to be presented in December would provide a suitable base for a monthly report although it was recognised that with less frequent data collection, hard data may only be presented on a quarterly/termly or some cases annual basis. Governors asked that the principal's report should contain information on student attainment and progress for all year groups, statistics on exclusions, attendance, complaints, incidents relating to bullying and health and safety and other matters of concern which the principal wished to bring to governors attention. Jon Francies agreed to bring forward a 'mock up' report to the next meeting.

ACTION: Jon Francies

6.2 Jon reported that the academy had received 132 first choice preferences from parents of pupils in year 6 at primary school – a 30% increase on the previous year. This was potential good news for the future.

7. Governing Body Agenda

7.1 It was agreed that the principal and clerk would put together for approval a draft calendar of agenda items to be addressed at governing body meetings during the academic year.

ACTION: Jon Francies/David Pamment

8. Pupil Premium

8.1 A report from the lead governor to be a substantive agenda item for the next meeting.

ACTION: Ian Hughes

9. Governors' Subject Area Visits

9.1 The following link governors were agreed for curriculum areas:

English – Ian Hughes

Maths – Riikka Jokalainen

Science – Caroline Hill

Humanities (History + Geography) – Peter Talarico

Modern Foreign Languages (MFL) – Paul Anthony

Technology (IT/DT/Business Studies) – Richard Bowles

PE – Susan Thorpe

Art/Drama/Music – to be agreed

9.2 It was also agreed that all governors should contact the principal's pa with dates before the end of term when they would be able to make a first 'orientation' visit

to their subject area.

ACTION: All governors

10. Pay and Performance Policy

10.1 The Academy Trust's Pay and Performance policy would be presented for information at the next meeting.

ACTION: Jon Francies

11. Any Other Business

11.1 **Raise on Line:** This would be covered at the forthcoming Academy Trust governor training day on 19th November. It was confirmed that travelling and incidental expenses could be claimed for attendance at this and other training events and also for attendance at governing body and committee meetings.

11.2 **Governor Photos:** These would be done at the training day.

11.3 **Academy Calendar:** This would be circulated to governors.

ACTION: Jon Francies

11.4 **Change of Meeting Date:** The governing body meeting in April was currently scheduled for a Tuesday in the Easter holidays and would be moved to a different date.

ACTION: David Pamment

12. Date of Next Meeting: 6pm Tuesday 13th December 2016

Staff and staff governor were asked to withdraw at this point for the governing body to consider a confidential item.

ACTION PLAN

1. **Present to the December meeting a data dashboard to support governing body measurement of progress against objectives in the Improvement Plan**
Jon Francies
2. **Provide at the next meeting a 'mock up' monthly principal's report with relevant key performance indicators**
Jon Francies
3. **Present a draft calendar of standing items for the agenda at governing body meetings for each academic year**
Jon Francies/David Pamment
4. **Provide a link governor's report on pupil premium progress and developments to the December meeting**
Ian Hughes
5. **Contact the principal's pa with dates for subject area visits this term**
all governors
6. **Circulate the academy calendar of events to all governors** Jon Francies
7. **Change Date of April governing body meeting** David Pamment