

**The Nar Valley Federation of Church Academies**  
**Full Meeting of Local Governing Body**  
**6.00pm, 4<sup>th</sup> February 2020**  
**At Sporle CE Primary Academy**



SPRING-1 2020 AGENDA		
Description	Lead	Paper Ref
<b>1. Opening formalities</b> 1.1 Opening Prayer 1.2 Receive Apologies for Absence 1.3 Consent/Non-consent to absence 1.4 Declaration of any pecuniary or other interest with regard to items on the agenda	Chair	
<b>2. Minutes and Actions</b> 2.1 To approve the minutes of the meeting held on 10/12/19 2.2 To review actions from previous meetings 2.3 To discuss matters arising from the minutes including 'Allocation of Governor Mentors for Subject Leads'	Chair	Minutes Actions Summary
<b>3. LGB Membership</b> 3.1 Review and record appointments, resignations and vacancies (and action taken to fill vacancies)	Chair	
<b>4. Presentation from Senior/Curriculum Leader</b> 4.1 Receive presentation from Senior/Curriculum Leader on topic required by LGB (eg BIF, priority focus for school, etc)		
<b>5. Headteacher's Report</b> 5.1 Receive verbal report from Headteacher including the analysis of the vulnerable groups across the school and progress re single change plan 5.2 Ofsted update (as applicable): 5.2.1. Either, review most recent Ofsted inspection report, identify shortcomings and agree actions which need to be implemented 5.2.2. Or, review the readiness of leadership (including the LGB) for inspection and identify any action which needs to be taken (see note 5 below)	HT	• SOAP • OO • SCP  *Managing the Process of Inspection
<b>6. Performance Management (see Note to Clerk)</b> 6.1 Receive confirmation of Moderation/ Outcome for Headteacher Performance Management 6.2 Receive update re Teacher and Support Staff performance management	HT/HTPM Gov	
<b>7. Website Compliance Audit</b> 7.1 Agree action plan for completion of Website Compliance Audit (see note 7 below)	CW - Designated Gov	Template & Updated website compliance audit

<b>8. Reports from Committees and Designated/Link Governors</b> 8.1 Receive verbal reports from Chairs of LGB Committees for meetings held this half-term: 8.1.1. Standards & Curriculum 8.1.2. Receive verbal report from Designated/Link Governors regarding any activity they have undertaken since the last meeting (Safeguarding, SEND, Looked After Children, Pupil Premium, Sports Premium, Health & Safety, EAL, Website Compliance, RSHE) 8.1.3. Receive verbal feedback from Chair regarding Autumn AIR meeting (if not previously received)	Committee Chair Desig Govs       Chair	Committee Minutes Standards 21/1/20
<b>9. Governor Monitoring</b> 9.1 Receive Governor Visit reports and discuss actions required	All	Visit Reports
<b>10. Continuous Professional Development for Governors</b> 10.1 Discuss training requirements for whole LGB and individual governors, particularly for those with designated responsibilities	All	
<b>11. Policies</b> 11.1 Adopt the following Core Trust Policies: 11.1.1. Health & Safety Policy 11.1.2. Trustee and Governor Expenses Policy	Chair	Core Trust Policies are on DNEAT website
<b>12. Any Other Business</b> Of sufficient urgent and important to be discussed and to be agreed with the Chair prior to the meeting	Chair	
<b>13. Closing Formalities</b> 13.1 Date, time, venue of next meeting 13.2 Closing prayer/reflection	Chair	
<p style="text-align: center;"><b>Reflection</b>  <b>What does it feel like to be a pupil/student in this academy?</b></p>		

\* Managing the Process of Inspection guidance is on GovernorHub:  
<https://app.governorhub.com/document/5dcd39ef8ec1324d1a157b33/view>

### Note to Clerk

Item 6: Staff Governor should be requested to leave the meeting for this item

## Question Prompts/Notes for Governors

### Item 4 Presentation from Senior/Curriculum Leader

- What is the impact of actions taken to secure rapid improvement against milestones and success criteria with the Single Change Plan and/or Bitesize Improvement Plan (BIF) this term?
- How does your curriculum address disadvantage and provide equality of opportunity?
- How will your curriculum lift children out of their 'lived experience' to give them the powerful knowledge they require to improve their life chances?
- Is the curriculum appropriate for the needs of your pupils?
- What are pupil's starting points like when they enter reception? What are they not good at and how do you plan your curriculum so that knowledge deficits rapidly diminish?

### Item 5 Headteacher's Verbal Report

- What are the key areas of development in your Single Change Plan?
- What is the contribution of governors to the Single Change Plan?
- What does the LGB see as key areas for development within the school? How do you intend to achieve this?
- What are the strengths and weaknesses of the leadership team?
- How do leaders and governor evidence their focus on consistently improving outcomes for all pupils but especially for disadvantaged pupils?
- Is our school ambitious enough for its pupils and community?
- How is the school 'narrowing the gap' for any underperforming groups? Who are the vulnerable pupils (Free school meals, children looked after, SEN, EAL etc) and how have they performed relative to their peers?
- What would you say are the main challenges in the use of the pupil premium, and how is the school working to overcome them? What benefits can you see from the allocation of the pupil premium?
- Which groups of your students are making the least progress? How are you addressing this?
- What are your three year trends in terms of progress and attainment? How do you know?
- What are your areas of weakness? What are you doing to improve these? What has been the impact of your interventions?
- How do we demonstrate the rigor of our assessment process? What impact does this have on outcomes for children and teaching and learning?
- Can you evidence leadership capacity by demonstrating that the actions you have taken/are taking are having a marked impact on provision and outcomes for pupils currently in the school?
- Are you well prepared to speak to the Lead Inspector and provide a full set of up-to-date information at that point?
- Can other leaders speak with the same authority, drawing upon a strong evidence base?
- **Note re Ofsted:** Based on recent experience, the Trust is recommending that just **two** governors should meet with the Ofsted Inspector. These two governors (one of whom should be the Chair) should have a good general knowledge of the academy, its priorities, strengths and weaknesses. The LGB should identify who these 2 governors (plus one in reserve) should be. All governors are welcome to attend the feedback meeting with inspectors at the end of the inspection. Governors should acquaint themselves with the DNEAT guide 'Managing the Process of Inspection' (<https://app.governorhub.com/document/5dcd39ef8ec1324d1a157b33/view>)

## Item 6 Performance Management

- Are you aware of the proportion of teachers who have progressed along the main pay scale, those progressing to, and through, the upper pay scale, those on the leadership scale, and teachers who have achieved additional responsibility points?
- Are you aware of the headteacher's Performance Management targets and how they relate to whole school priorities and the Performance Management targets of staff?
- How do governors find out about the quality of teaching?
- Have all support staff had a performance management meeting?

## Item 7 Website Compliance Audit

- Does your website represent your school as it is now and are key documents up-to-date?
- **Note re Website Compliance Audit:** the Trust has identified that a number of academies do not have the required up to date statutory information on their academy website. All academies are therefore requested to:
  - complete the Website Compliance Audit **by the end of the Spring term**
  - upload the completed audit to your LGB folder on GovernorHub (Academy Specific Resources/2019-20)
  - send a copy of the completed audit to [jill.wakefield@donesc.org](mailto:jill.wakefield@donesc.org)

The form for the Website Compliance Audit can be downloaded from GovernorHub:

<https://app.governorhub.com/document/5d3edb18734e151e98bfec81/view> (DoN Governor Support – Resources for all Governors – Designated Governor: Website Compliance)

## Item 8 Governor Monitoring

- Do governors undertake focused visits?
- How do governors document these and feedback to the school and GB? (Click here to view monitoring forms and plans on GovernorHub <https://app.governorhub.com/s/dneat/resources/5874d6591973a80001908dea>)
- How are governor visits organised?
- How often do governors visit the school?

## Item 9 Continuous Professional Development for Governors

- How are the training needs of governors identified and addressed?
- What training have governors undertaken recently and what has been the impact of this training?
- What training are governors booked to attend this term?
- Has anyone on the LGB booked to attend the Relationships and Sex Education training?
- Are governors using NGA Learning Link?
- Are governors updating their training profile when undertaking online training?