

**Minutes of the Local Academy Board meeting held on
Monday 15th May 2017 at 5pm in the HUB.**

Membership			
A = Absent	Governor Name	Initial	Governor Category
	Mrs C Donlan-Harrison	CDH	Parent Governor
	Dr L Galbraith	LG	Appointed Governor
	Mr P Kirkland	PK	Parent Governor
	Mr R Lancaster	RL	Appointed Governor
	Mrs S Odabashy	SO	Appointed Governor
	Rev. G Price	GP	Appointed Governor (Chair)
	Mr Z Scott	ZS	Appointed Governor
	Miss M Tivey	MT	Staff Governor
	Mrs I Wiggins	IW	Appointed Governor (Vice-Chair)

In Attendance			
A = Absent	Staff / In attendance	Initial	Category
	Mr D Cotton	DC	Executive Principal
	Mr D Vernon	DV	Academy Director
	Mr J Hardy	OH	Vice Principal
	Mr T Lynch	AL	Vice Principal
	Mrs J Stock	JKS	Clerk to the Governors
	Mr P Simpson	PN	Assistant Principal
	Mr David Chambers	DHC	Observer
	Mr C Ward	CW	Post 16 student

Item No	Item	Action/ by who when
LAB/58/16-17	Apologies for absence No apologies for absence were received	
LAB/59/16-17	Declaration of interest There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	
LAB/60/16-17	Recommendation of New Governor Rev. Price advised governors that he along with Dr. Galbraith and Mrs Stock had met with Mr Chambers with regard to the vacancy on the Local Academy Board. He recommended that the Local Academy Board accept Mr Chambers as an appointed governor with immediate effect. Governors unanimously accepted this appointment. 5:05pm Mr Chambers joins the meeting.	
LAB/61/16-17	LV3A training	

	Confidential Item	
LAB/62/16-17	<p>Minutes of the Local Academy Board meeting dated 20th March 2017</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
LAB/63/16-17	<p>Matters Arising: -</p> <p>LAB/50/16-17 Absence monitoring for Post 16</p> <p>Mr Vernon advised governors that where there is spare capacity, the timetable is restructured for Post 16 students using cover supervisors for absence.</p> <p>5:35pm, Mr Vernon leaves the meeting</p> <p>Governors raised concerns that Bank Holidays and Inset Days could affect learning and are the subjects taught on those days reworked back into the timetable. Mr Cotton advised that the scheme of work is looked at over a full year. Miss Tivey confirmed that planning ensures that time is not lost for bank holidays and inset days.</p> <p>5:37pm Mr Vernon returns to the meeting</p> <p>Governors asked Mr West (Post 16 student) if he felt disadvantaged with regard to staff absence and were staff still accessible to students. Mr West replied that if cover supervisors are used, it is often not their field of expertise; however, staff are usually available to speak to by phone or email and he was happy with this.</p> <p>Review of membership – see LAB/64/16-17</p>	
LAB/64/16-17	<p>Review of Membership</p> <p>Mrs Stock advised governors that the Local Academy board was now full following the appointment of Mr Chambers today.</p>	
LAB/65/16-17	<p>Re-appointment of governor, term of office due to expire</p> <p>Mrs Stock advised governors that Miss Tivey's staff governor term of office expired in April 2017. All staff at the academy were advised of the vacancy. Miss Tivey was happy to continue in the role and no other nominations received. Miss Tivey was reappointed to the role of staff governor.</p> <p>Governors were advised that Mrs Wiggins' term of office as Vice Chair of governors expires in September 2017.</p>	
LAB/66/16-17	<p>Portfolio team membership</p> <p>This will be reviewed at the next LAB meeting.</p> <p>Rev. Price asked governors to consider taking on some of his Link Governor responsibilities, as he is Char of Governors, Chair of the Finance and Resource portfolio and attends regular meetings at the academy and with DALP (Diverse Academies Learning Partnership).</p>	
LAB/67/16-17	<p>Correspondence</p> <p>Governors received this document prior to the meeting.</p>	

	<p>Mr Vernon advised governors that in addition to the information on the sheet, transition week for Yr6 pupils would be week commencing 3rd July. A Yr6 “parents coffee morning” will take place on Tuesday 4th July from 9am – 10am and a Yr6 “meet the tutor evening” will take place on Wednesday 5th July at 6pm. Governors are invited to attend any of the events.</p>	
LAB/68/16-17	<p>Link governor feedback reports Governors received this document prior to the meeting. Rev. Price reminded governors that they should be in contact with the academy a minimum of once a term. Mr Lancaster said that governors should be looking to summarise their visits into:</p> <ul style="list-style-type: none"> • Why the visit / call was made • Outcome • Impact. <p>Mr Lancaster will send out a summary narrative document for governors to use. Mr Vernon reminded governors that the academy improvement plans (AIP) for; Teaching and Learning (T&L), Leadership and Management (L&M), Ethos and Personal Development, Behaviour and Welfare (PDBW), are updated regularly. Governors should receive a copy of this before their Link Visit and use this to focus on the areas requiring focus or improvement. Mr Scott advised governors that he requests a copy of the AIP prior to his visits; he looks at what is relevant to his link governor role; looks at the statement from OFSTED and asks the area leader to provide evidence.</p>	action
LAB/69/16-17	<p>Governor training attended Governors received this document prior to the meeting. Rev. Price asked Mrs Stock to update the document with the Chair of Governor training that he is undertaking.</p>	action
LAB/70/16-17	<p>Policy Ratification from portfolio teams There were no policies to ratify.</p>	
LAB/71/16-17	<p>Any trips to authorise Governors had received a document prior to the meeting There were no new trips to authorise. Rev. Price asked if the policy for trips was being updated, in the light of the recent accident at Drayton Manor Theme Park. Mr Lynch told governors that DALP has agreed an Educational Visits (EV) policy, which will be used by all academies. Mrs Donlan-Harrison agreed to be the governor responsible EV at the academy.</p>	
LAB/72/16-17	<p>Academy Specific: Governor Mark: Mrs Wiggins and Mr Lancaster will take the lead on this application. The existing accreditation expires in May 2017.</p> <p>Governors were advised that DALP will provide 3 training sessions for governors in the next academic year and two governor conferences.</p> <p>Governors will use 365 SharePoint as a single point of reference for all governor information. Information will be cascaded within the next</p>	

	<p>few weeks.</p> <p>Rev. Price advised governors that he has had a link trustee meeting with the representative from DALP. This will provide communication between academy governors and DALP.</p> <p>GP asked if there is an emergency plan in place for the academy. Mr Cotton confirmed that there is and a copy will be sent to all governors.</p> <p>Governors were told that the new uniform skirts had now been approved and were on display in the main reception. Rev. Price advised that he has secured a payment of £1000 from the Lady White and Poor's charity, which can be used to support parents who need help to purchase the new skirts.</p> <p>Governors asked if the minutes from the Finance and Resource meetings would be available to governors from the Standards and Outcomes meeting. Mrs Stock advised that all minutes will be held on 365 SharePoint and would be accessible to all governors via their Login.</p> <p>Confidential Item</p>	action
LAB/73/16-17	<p>Date and time of next meeting: Monday 26th June 2017 at 5pm</p>	
LAB/74/16-17	<p>Determination of confidentiality of business and Equality Act consideration</p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential and whether during their discussions any equal opportunities issues have arisen. It was resolved that LAB/61/16-17 LV3A training should remain confidential and there had been no Equality Act implications.</p>	
	<p>The meeting closed at 6:30pm</p> <p>Signed.....(chair)</p> <p>Date.....</p>	