

Local Governing Body  
Minutes of the Meeting  
Held on 23<sup>rd</sup> May 2019

**Present:** Mary Sanders (MSS) - Chair, Rolf Purvis (RPS) – Head teacher, Lucy Scott (LST) – CEO  
Simon Prior (SPR)- Vice Chair, Jeanette Redding (JRG), Jim Warwick (JWK), Jeanette Redding  
(JRG) Andrew Crumpton (ACN) Helen Richings (HRS), Lesley Waugh (LWH), Lynne Martin  
(LMN), Philippa Stevens (PSS)

**1. Apologies:**

- Simon Grapes (SGS) Jackie Westrop (JWP)

**2. Declarations of Interest**

- None Declared

**3. Previous Minutes**

- Agreed

**4. Department Update**

**a) MNL – English**

- MNL – Provided an update on English Department
- MNL – Highlighted an increase in trips this year for the English department across all year groups.
- MNL – Also informed the LGB that there had been an introduction of feedback books to KS5 this year. MNL provided the LGB with some example feedback books for all Years.
- JRG – Asked MNL if the Year 9 reading groups were unsuccessful how this could be re-tried to make successful particularly for PP students.
- MNL – Stated that the department would be looking to incentivise the students.
- JRG – Expressed an interest in meeting some of the PP students to see what would encourage them.
- LMN – Asked MNL how WOW sessions work and do students know they are taking part in a WOW session?
- MNL – Gave an example of a carousel day the English department had organised in which student were removed from lessons all day to take place in a number of sessions.
- LMN – Asked MNL If the WOW sessions work?
- MNL – Responded that the students had responded well and enjoyed the sessions.
- RPS – Stated that MNL has had a significant impact on the English Department since joining as head of department.

➤ NGE to attach full presentation

**b) RCS – Science**

- RCS- Provided an update on Science Department
- RCS – Stated that there continues to be changes in staffing within the department but that this had become more settled and that there has been a reduction in cover.
- RCS – Informed the LGB that there was a more cohesive team in the Science Department and that staff felt empowered in the department meetings.
- RCS – Thanked the trust for their heavy investment in practical equipment allowing exposure of practical lessons from KS3.
- RCS – Stated that there had been an improvement in accuracy in data and moderation across all departments.

- RCS- Informed the LGB that DMA had been awarded a Royal Society of Chemistry Grant and that there had recently been a Science week raising the STEM profile.
- RPS- Stated that whilst there have been significant changes to the Science team in the last year this has created a solid team lead by RCS.
- HRS – Stated that the Science drop down days have been received really well by students.
- RCS – Stated that the drop down sessions have really helped to deliver set content from a subject specialist.
- SPR – Asked whether the changes in timetable for exams was done at the right time?
- RPS – Informed the LGB that the timescales and plans for the exam period would be reviewed in conjunction with Chesterton in the near future.
- HRS – Stated that she believes it was pitched just the right time.
- RPS – Stated he felt it's important to keep the Year 11 students in school for as long as possible to deliver maximum content to them and support revision.
- MSS – Informed RCS that she could look to Anglian Water or Nuffield to provide grants.
- RCS – Stated that Anglian Water are working with DMA on a weather station.

➤ NGE to attach handout

### c) SWE – Maths

- SWE- Provided an update on Maths Department
- SWE- Stated that this year there has been a focus on recruitment and retention of staff and that there has been a loss in several members of staff.
- SWE- Stated that this loss of staff has led to an increase in supply however all cover would be removed after half term and that there has been a recent recruit of 3 maths graduates who will be doing their PGCE in September.
- RCS – Stated that recruitment had in fact been carried out via the blog.
- SWE – Stated that Maths was fully staffed from September. The next academic years focus will be to increase the amount of students sitting the higher paper.
- SPR – Asked SWE how departments cross share.
- RCS – Stated that this is done via the CPD sessions and departmental meetings.
- SPR- Stated that it is important that key messages are delivered to parents.
- PSS – Asked RPS why there has been such a high staff turnover?
- RPS – Stated that when the trust took over the running of DMA the school was in special measures and that the trust had raised the bar in terms of expectations which lead to a natural departure of some staff and the recruitment of high quality teachers.
- SWE- Stated that there has been a vast improvement to the schools induction programme.
- RCS – Stated that additional benefits such as an excellent CPD provision has helped to retain staff.
- JRG – Stated that it was striking that all three department heads have the same goals and are clearly sharing across departments. She asked RCS, MNL and SWE 'If Ofsted asked what changes have led to cohesion' what they would answer.
- RCS- Answered that across department working and the sharing of best practice.
- SWE – Answered that consistency of lessons and using the same resources to clearly show students they are in a 'DMA' lesson.
- RPS- Thanked all department heads.

➤ NGE to attach handout

## 5. Safeguarding Update – MED

- MED – Stated that there had been changed of personnel within the safeguarding team with Alison Hornby leaving and Tim Cox and Sue Hudson joining the team.
- MED – Stated that he was the designated safeguarding lead and each other team member was attached to a specific year group.
- MED – Stated that the team meet to discuss cases and share ideas and agencies used to support and prevent.
- MED – Stated that having he no longer had to review all cases and that he had set up peer reviews to critically look at and offer feedback within the team.
- MED – Informed the LGB that using the My Concern software had revolutionised the approach. Since introducing more referrals had been made which had helped to provide a more detailed approach.
- MSS – Asked if threshold for a LADO referral in Norfolk is the same as Cambridgeshire?

- LST – Stated that it is a national guideline.
- MED – Stated that training had moved from yearly to half termly to deliver different aspects and be more reactive to current topics.
- LWH – Asked MED if the induction training is different to the half termly.
- MED – Answered that yes this was different as the induction provides an overview.
- MSS – Asked MED at what point cases were referred onto agencies.
- MED – Stated it was case by case and decided by the team.
- LMN – Asked if DMA's My Concern links to siblings in Primary schools if they have My Concern.
- MED – Stated that the information moves on with the child but only links to those within the individual school.
- MED – Stated there is a focus on our current systems relating to bullying regarding challenge and support.
- HRS – Asked how supply teachers receive training.
- MED – Stated that the cover manager provides an introduction at the start of employment and agencies certify their staff.
- LMN – Asked if children had been asked if they feel safe?
- MED – Responded that they carry out a survey at parents evening and through PHSE work.

## 6. Building Update – RPS

- RPS – Stated that work to the windows completes 24<sup>th</sup> May and will provide improvement and an appropriate environment, particularly work to the library and learning zones.
- RPS – Informed the LGB that there had been a successful CIF bid to improve the building's roof.
- MSS – Stated that you could see the environment had improved.
- RPS – Stated that there were new modular buildings planned providing four additional classrooms and an office space.
- MSS – Asked RPS what numbers were expected from the new Year 6 cohort.
- RPS – Stated that there has been an improvement with numbers.
- LST- Stated that the next CIF bid would be for the 6<sup>th</sup> Form.
- LMN- Stated that she felt there was still a feeling in the community that students didn't want to come to DMA.
- RPS – Stated that there is a whole form extra compared to the previous intake.
- JRG- Stated that it is important that the LGB get a positive message out there with facts to tackle previous hearsay.
- LWG – Stated that the next Ofsted report will help.
- LST- Stated that external validation will always help.
- LMN- Asked if a PTA could help and if the parent BBQ could be used to advertise for one. LMN offered to help form a PTA with LWH.
- RPS – Suggested that LMN and LWH contact Rose Cornelius and liaise to help form a PTA.

## 7. Governor Visit Update

### • **SPR – Science**

- SPR – Stated that during a recent visit to the Science department hosted by Rose Cornelius he found the department to be well organised. He stated that RCS has a clear plan on how to further improve and what is upcoming. NGE has circulated SPR's report to the LGB.
- MSS – Stated that the three department leaders shone during their presentations.
- LWH – Stated that it was good to see all three had consistent messages.

### • **JRG – Pupil Premium**

- JRG – Stated that during a recent visit with Nick Hewitt (Assistant Head – Pupil Premium) she found the visit very informative. NHT acknowledges there are still challenges ahead and that it is evident that NHT is happy to try new things. She states that there is a focus on curriculum but that EBACC uptake for PP students still needs improvement especially taking on a MFL subject.
- JRG – Stated that NHT was very motivated and that the work with Year 9 students giving careers advice and an SLT link had worked well.

- **LWH – SEN**
- LWH – Stated that it was great to hear that the EHCP plans and links with county are in place and that the autistic students are being supported in the inclusion room.
- LST – Stated that Dr Paine has done a great job since stepping into her SENCO role.
- **LWH – H and S**
- LWH – Stated she had been invited to the H and S training held at DMA on 12<sup>th</sup> June.

## 8. AOB

### a) Stage 3 Complaint

- JWK – Gave an update from a recent Stage 3 complaint with the panel’s conclusions and recommendations. The panel did not uphold the complaint due to lack of evidence.
  - The panel concluded that the LGB needs to review the procedures for SEN students understanding the differences between those with an EHCP or not and satisfy itself that they are appropriate.
  - That the LGB considers how needs of SEN students are managed by staff who have regular contact with the student and how communications between staff are managed
  - That the LGB checks that regular reviews of progress of SEN students is being conducted and recorded.
  - That the LGB asks what training specific to teaching SEN students was delivered to staff.
- LST – Stated that SEN needs would be highlighted on SIMS, TRS, class charts and in training days.
- LWH – Asked whether we look at SEN progress?
- LST – Stated that this is done in subject reports with department leaders.
- ACN- Added that Dr Paine had recently provided excellent SEN training.

### b) **Recent Accident**

- RPS – Stated that there had during the week been a car accident involving a student on Bexwell Road. The LGB were provided with a letter which was sent to parents addressing concerns following this/
- LST – Stated that the academy had reflected on the event and liaised with highways, the police and town council since and that road safety training was delivered to students.

### c) **SPR – PE Funding**

- SPR – Enquired what fundraising could be carried out to support the PE department in providing fixtures and whether local businesses or the PTA could be involved?
- LST – Stated that the PTA could help with this.

### d) **Governor Communication**

- SPR – Asked the LGB whether communication could be carried out via the DMA email addresses and reports could go onto the governor hub.
  - NGE to liaise with MWK for training

## 9. Date of next meeting - TBC

**SIGNED BY CHAIR OF GOVERNORS**

**SIGNED**



**MARY SANDERS**

**DATE 27.6.19**