

Downham Market Academy

LGB Meeting Minutes – Wednesday 22nd September @ 3.15pm

Membership	In Attendance	Apologies/Absent
Simon Prior (SPR) - Chair Rolf Purvis (RPS) – Executive Head Jeanette Redding (JRG)- Vice Chair Clare Gunns (CGS) Jo Hornsby (JHY) Simon Grapes (SGS) Simon Sandler-Vallance (SSV)	Lucy Scott (LST) – CEO Mark Eastwood (MED) – Head of School Mary Sanders (MSS)- ELA Trust Link Ryan Kelsall (RKL)- Deputy CEO of ELA Rose Cornelius (RCS)- Executive Director of Data & Assessment Karen Lonsdale (KLE) – Head of PSHE & Careers Lead Louise O’Keeffe (LOK) – Head of English	Lynne Martin (LMN) – Authorised Period of Leave
Meeting Commenced:	15:15	
Meeting Closed:	17:02	
Minute Taker:	Kylie Major: Clerk to Governors	
Quorum Required:	4	Quorum Met: YES

- Attendees Highlighted joined virtually via Teams

AGENDA ITEM AND NOTES:	PAPERS:	WHO
<p><u>Agenda item:</u></p> <p>A. Sexual Abuse and Harassment - Trust Update</p> <p><u>Discussion and Challenge:</u> RKL discussed the recent nationwide focus of Sexual Abuse and sexual Harassment within Schools.</p> <p>RKL updated the board on all the measures put in place by ELA across the Trust. This included the introduction of the ELA Peer on Peer Abuse framework and use of the Brooks traffic light system for recording allegations raised.</p> <p>RKL shared with the board how impressed he is with DMA's participation in the large amount of work gone into making a robust framework. RKL praised the senior team at DMA for doing an effective job.</p> <p><u>A Governor asked RKL what amount of cases we would have expected in the last 12 months if the framework had already been in place.</u> RKL informed the LGB that he could not estimate these figures. He continued to explain that we now expect a spike in cases as it is in the spotlight and youngsters have more encouragement and support to speak out.</p> <p><u>A Governor queried whether the safeguarding reporting system MyConcern runs parallel with this framework or separately.</u> RKL confirmed that it does run in parallel. The framework is a mechanism to ensure consistency of approach. Senior leaders will not make decisions in isolation; they have support across the trust and have a robust body of evidence for any decisions made.</p> <p><u>A Governor investigated how complaints arising from these allegations/reports will be handled, as Governor involvement could be likely if appeals are forthcoming</u> RKL ensured governors were familiar with the existing ELA complaints procedure, which will be used for any complaints.</p>	PowerPoint presented and discussed.	Ryan Kelsall

A Governor enquired as to whether or not RKL foresaw the framework being hard to embed across the Trust schools

MED shared his experience of it so far, which encompasses students talking openly about scenarios. Spotlight is now on this and the profile has raised.

RKL added that patterns from data will be able to be tracked which means schools can tailor lessons accordingly in response to localised trends.

Although it is a new concept, so far, it has been well received and RKL is positive it will have no difficulty being built into everyday practices going forward.

A Governor investigated opportunities for student voice on this topic.

MED confirmed that DMA already have standardised annual questionnaires for students. There will be further student surveys and focus groups throughout the year, which will include a strong focus on wellbeing and Sexual abuse. Findings will be shared with the LGB as and when these are carried out.

RKL also informed the LGB that the Trust are creating their own annual survey for student voice that will be used across all schools within the trust.

RKL departed the meeting at 15:27

Actions and Deadlines:

- Clerk to circulate ELA Peer on Peer abuse framework to LGB

AGENDA ITEM AND NOTES:	PAPERS:	WHO
<u>Agenda item:</u> B. Apologies	N/A	Chair
<u>Notes:</u> Apologies were accepted for : <ul style="list-style-type: none">- Lynne Martin		

AGENDA ITEM AND NOTES:	PAPERS:	WHO
<u>Agenda item:</u> C. Declarations of Interest <i>Standard Agenda item, an opportunity for attendees to declare any conflicts of interest with any items on the agenda for this meeting</i>	N/A	Chair
<u>Notes:</u> <ul style="list-style-type: none">- None declared		

AGENDA ITEM AND NOTES:	PAPERS:	WHO
<p><u>Agenda item:</u></p> <p>D. Board Membership Matters</p> <ul style="list-style-type: none"> - Appoint Chair SPR was re-elected as chair by a unanimous vote. This will be put to The Board of Trustees to confirm appointment. - Appoint Vice Chair JRG was re-elected as vice chair by a unanimous vote. This will be Put to the Board of Trustees to confirm appointment. - Link Governor Roles These roles were discussed and some vacancies were filled <ul style="list-style-type: none"> - SSV took on link role of Equality & Diversity - MSS took on link role of Health & Safety - Vacancy Updates/Appointments 2 x Parent vacancies 1 x Support Staff vacancy <p>Elections to go ahead after October half term</p> <ul style="list-style-type: none"> - Policy Ratification <p>Behaviour Policy – some discussion took place around how the policy could have a more balanced focus across both the main school and sixth form. LGB Ratified this policy.</p> <p>Provider Access Policy – LGB ratified this policy</p> <p>Safeguarding & Child Protection Policy – LGB ratified this policy</p> <p>Equality & Diversity Policy – the board were pleased to see the introduction of this policy as a choice not a statutory requirement. LGB ratified this policy</p> 	N/A	Chair
<p><u>Actions & Deadlines:</u></p> <ul style="list-style-type: none"> - MED to look over the behaviour policy and pad out areas to cover both the main school and sixth form. - Clerk to liaise with chair re governor elections in October 		

AGENDA ITEM AND NOTES:	PAPERS:	WHO
<p><u>Agenda item:</u></p> <p>E. Minutes of Previous Meeting</p>	Minutes of DMA LGB 07/07/2021	Chair
<p><u>Matters Arising:</u></p> <ul style="list-style-type: none"> - JRG discussed contact had with Julie Cowan – MFL re taking forward talks with town council re links to Civray - JRG in contact with Nick Hewitt to triangulate the teaching & learning aspect with both SLT views and student views. Nick will support with logistics around student voice. 		

MED suggested the programmed of half termly student feedback could link in nicely with this also

Further Discussion

A Governor queried if there was any progress on swimming lessons for students

LST confirmed that ELA Active had made good progress with the leisure centre to include the following:

- Full use of gym at any trust school for staff at a subsidised cost of £10 per month
- Sixth form to get free access
- To include use of tennis courts and parking facilities
- Also offer of training for staff to enable swim lessons to be carried out without the need for the leisure centre staff to run the lesson itself

Minutes unanimously agreed as a true account of the previous meeting.

Actions and Deadlines

- SPR has a contact, may be able to create communication links, to update at the next meeting
- JRG to contact Nick as required for arranging student panels etc.

AGENDA ITEM AND NOTES:	PAPERS:	WHO
<p><u>Agenda item:</u></p> <p>F. Terms of Reference/Scheme of Delegation</p>	<p>DMA Terms of Reference</p> <p>ELA Scheme of Delegations</p>	<p>Chair</p>
<p><u>Notes:</u></p> <ul style="list-style-type: none"> - ToR was unanimously agreed for the year ahead - SoD is a trust document and no updates have occurred but document was circulated as a reminder to all board members of LGB remit 		

AGENDA ITEM AND NOTES	PAPERS	WHO
<p><u>Agenda item:</u></p> <p>G. School Improvement Plan</p>	<p>DMA SIP</p>	<p>Mark Eastwood <i>Head of School</i></p>
<p><u>Discussion and challenge:</u></p> <ul style="list-style-type: none"> - LGB approved the SIP for the year ahead 		

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<p><u>Agenda item:</u></p> <p>H. SLT Roles & Responsibilities</p>	<p>DMA Leadership</p>	<p>Mark Eastwood <i>Head of School</i></p>
<p><u>Discussion and challenge:</u></p> <p><i>A Governor queried the Teaching commitment of DMA SLT and central trust team</i></p>		

MED informed the LGB that it varies across SLT, some have a teaching commitment and others do not, depends on the time commitments of the roles and responsibilities

Central team for the trust do not have any teaching commitments, they are made up of teaching and non-teaching staff.

AGENDA ITEM AND NOTES	PAPERS	WHO
<p><u>Agenda item:</u></p> <p>I. Yr. 10 end of Year Progress Data</p>	<p>Yr10 Progress Data figures summary</p>	<p>Rose Cornelius <i>Executive Director of Data & Assessment</i></p>
<p><u>Discussion and challenge:</u></p> <p>RCS confirmed her job title/role as newly appointed into post September 2021</p> <p>RCS informed the board the end of June were the first full papers for students, which were marked and moderated at academy level then further moderated across trust.</p> <p><i>A Governor asked how the data compared to previous years/expectations</i> RCS suggested that Yr. 10 assessment 3 usually sees a dip in scores. The next mocks take place in November where we expect to see an increase.</p> <p>Students will have targeted revision two weeks prior to mocks where students sit 4 papers instead of 2.</p> <p><i>A governor queried how many students were in the cohort for SEN K</i> 16% of 180 students, so a small amount that has a large impact on figures.</p> <p>Data held has identified students for intervention</p> <p><i>A governor suggested DMA have gone full circle as they have closed the gap in high prior attainers and now back to SEN/PP</i></p> <p>RCS agreed and discussed how specific groups have been heavily invested in by the school to help focus groups achieve.</p> <p><i>A Governor investigated the focus on middle attainers</i> RCs confirmed that all students do get focus as each child needs to attain to make a positive progress 8 score</p> <p>RCS verbally introduced governors to a new trust system called Sistra analytics. This gives data focus, makes it accessible and meaningful. Vast amounts of trust collaboration is useful to gain data insights across the trust.</p> <p><i>A Governor asked if we can see the programme</i> RCS confirmed we would see this in use when year 11 mock data is shared</p> <p>LST verbally introduced governors to another new data tool, a trust wide data dashboard that gives retrospective snapshots of specific data for each trust school</p> <p style="text-align: right;">RCS departed 16:13</p>		
<p><u>Actions and Deadlines</u></p> <ul style="list-style-type: none"> - Clerk to share Data dashboard with the LGB upon receipt from the trust business manager 		

AGENDA ITEM AND NOTES	PAPERS	WHO
<p>Agenda item:</p> <p>J. Staff Wellbeing</p>	Staff Wellbeing document	Mark Eastwood Head of School
<p>Discussion and challenge: Assistant Head of Languages ;Julie Cowan is leading on Staff Wellbeing</p> <p>A governor requested some Athena specific data on staff wellbeing.</p>		
<p>Actions and Deadlines MED to ensure Athena specific data is collated going forward</p>		

AGENDA ITEM AND NOTES	PAPERS	WHO
<p>Agenda item:</p> <p>K. Careers Faculty Update</p>	Careers Presentation shared	Karen Lonsdale Head of PSHE & Careers Lead
<p>Discussion and challenge:</p> <p>A Governor asked if careers discussions feed into what Athena offers at sixth form</p> <p>KLE discussed with the board various things she does with students e.g. yr. 10 pathway discussion, workshop on interest specific areas etc. However, Athena is not marketed specifically to students via careers guidance, as conversations have to be non-biased.</p> <p>A Governor shared an observation that careers has clearly moved back into the curriculum in various ways as this came across through last year's monitoring visits for teaching & learning.</p> <p>Whilst Karen was present, governors took the opportunity to raise some questions around PSHE also.</p> <p>A Governor explored how PSHE is measured for progress KLE shared with the LGB that content is delivered and revisited You can gauge ones understanding via Attitude, Skills and knowledge Regular student surveys are utilised with carefully thought out questions that captures the information, which can then be summarised and scrutinised.</p> <p>Usually this picks up various lines of information that require some follow up, so a lot of triangulation occurs with safeguarding and heads of year to ensure students identified are well supported for any holistic needs. This also helps direct future lessons, next steps, next focus/themes and angles to use to ensure students gain a thorough understanding of key themes.</p> <p>A Governor investigated as to what impact covid had on PSHE</p> <p>We ran as much as we could, but engagement obviously dipped. Modelling resilience, encouraging positive attitudes, looking forward, creating aims and goals and working on next steps.</p>		
<p>16:29 Karen Departed the meeting</p>		

AGENDA ITEM AND NOTES	PAPERS	WHO
<p><u>Agenda item:</u></p> <p>L. English Faculty Update</p>	Presentation shared	Louise O’Keeffe <i>Head of English</i>
<p><u>Discussion and challenge:</u> LOK introduced herself, promoted to Head of English at Easter.</p> <p>Report shared prior to meeting to which LOK invited questions from governors</p> <p><i>A governor observed how accelerated school improvement is within English</i></p> <p>LOK agreed and discussed how the school as a whole has improved for the better</p> <p><i>A governor asked How LOK has found the new year 7 cohort and if the department are fully resourced to support the literacy catch up required</i></p> <p>The dept. try to embed literacy into every lesson to all year groups. Also via homework methods. DMA have employed someone specifically to work with targeted groups/inventions.</p> <p>Governors were impressed with LOK's presentation and thanked her for all her efforts in supporting improvement in the department.</p> <p style="text-align: right;">LOK departed 16:46</p>		

AGENDA ITEM AND NOTES	PAPERS	WHO
<p><u>Agenda Item</u></p> <p>M. Safeguarding Update</p>	Annual Safeguarding Report	Mark Eastwood <i>Head of school</i>
<p><u>Discussion</u></p> <p>MED gave an overview of some of the things covered within the report.</p> <p>A Designated Safeguarding Officer has been appointed to focus on safeguarding only without other commitments. This is a model previously used at Chesterton, which has worked well. This will not be a teacher but a member of support staff.</p> <p><i>A Governor queried if this will be the designated person for students to go directly to</i> MED was adamant this was not the case; the DSO would not be readily accessible to students in that way.</p>		

AGENDA ITEM AND NOTES	PAPERS	WHO
<p><u>Agenda Item</u></p> <p>N. Headteacher’s Report</p>	Heads Report	Mark Eastwood <i>Head of school</i>
<p><u>Discussion</u></p> <p>MED invited questions on the previously circulated report.</p> <p><i>Governors praised the new improved website</i></p>		

MED informed the board that 40% of students attended at least 1 club this week, which is very impressive

Covid update for DMA: No staff off, approx. 6/7 students off with covid related absence

APU building update: external contractors in to do plumbing and rewiring. Internal team back to decorate and finalise.

AGENDA ITEM AND NOTES	PAPERS	WHO
<u>Agenda Item</u> O. Health & Safety Update	N/A	Mark Eastwood <i>Head of school</i>
<u>Discussion</u> Risk Assessments all reviewed and in place for the school.		

I Declare on behalf of DMA LGB that these minutes are a true account of the meeting held:

Signed: Chair of Governors..... **Date:**.....

Simon Prior