

Downham Market Academy

LGB Meeting Minutes – Wednesday 8th December @ 3.15pm via Teams

Membership	In Attendance	Apologies/Absent
Simon Prior (SPR) - <i>Chair</i> Rolf Purvis (RPS) – <i>Executive Head</i> Jeanette Redding (JRG)- <i>Vice Chair</i> Clare Gunns (CGS) Simon Grapes (SGS) Simon Sandler-Vallance (SSV)	Mark Eastwood (MED) – <i>Head of School</i> Mary Sanders (MSS)- <i>ELA Trust Link</i> Richard Auffret (RAT) – <i>Director of Curriculum</i> Esther Hyde (EHE) – <i>Asst Head of History & RE</i> Sue Campbell (SCL) – <i>Asst Headteacher/DSL</i>	Lucy Scott (LST) – <i>ELA CEO</i> Jo Hornsby (JHY)
Meeting Commenced:	15:15	
Meeting Closed:	17:00	
Minute Taker:	Kylie Major: <i>Clerk to Governors</i>	
Quorum Required:	4	Quorum Met: YES

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

AGENDA ITEM AND NOTES:	PAPERS:	WHO
<u>Agenda item:</u> B. 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
<u>Agenda item:</u> C. Board Membership Matters	Gov Reports Policies	Chair
<u>Vacancy Updates/Appointments</u> <ul style="list-style-type: none"> 3 x Parent vacancies 1 x Support Staff vacancy 		

Communications sent out to Staff and Parents for elections

Simon Grapes Term of office ended 7th Dec 21, he has been recommended to the Trust Board to serve another Term.

- **Policy Ratification**

SEN Info Report – some comments were sent directly to Natalie Paine on this document. **LGB approved this report.**

Anti-Bullying Policy – LGB ratified this policy

LGB would like to further develop the role of the safeguarding governor, under which the procedures for anti-bullying can be reviewed further.

A Governor queried whether the role of Student Mentors for Bullying were still active. MED explained that those who were previously mentors had since left the college and it was pre-covid so not prioritised to replace during that period. Happy to bring this role back with our new safeguarding framework.

- **Governor Visit Reports** – (circulated to LGB)

- **SEND** – Impressed with collaborative working environment for SEND pupils. New staff fully integrated.

- **PP/LAC** – 11 on role

Nick Hewitt is very hands on within the role, is involved and updated on everything that happens with each of those students and keeps an eye on former LAC students.

Strictly enforced PEEPS for each child with support of multi-agency input and oversight by a virtual head (LA statutory post)

A governor queried the increased in student numbers and the resource commitment that comes with that.

RPS suggested this is a testament to how far the school has come as they are managing the student numbers well and have the resources to do so.

A Governor investigated the no of refugee students at DMA.

MED informed the board that there are Currently none, but happy to support in future

- **Teaching & Learning**

A governor observed the noticeable change to the increase in reading and how covid has affected the students desire to read more. Also, echoed in the local bookstore.

Monitoring visits based around 3 key questions, which we alter each year.

Current year questions are based on :

- Curriculum
- Impact of Covid19 Mitigation
- Safeguarding

Gender specific language has been an interesting conversation that came up in recent discussions. Students raise the gender within languages. They are keen to get it correct and reflect that in assessments.

Actions & Deadlines:

- MED to arrange for Student Mentors for bullying to be rolled out again.
- SP to look into allocation of funding which is ring-fenced for LAC students

AGENDA ITEM AND NOTES:	PAPERS:	WHO
Agenda item: D. Minutes of Previous Meeting	Minutes of DMA LGB 22/09/2021	Chair
Notes: Minutes Approved		

AGENDA ITEM AND NOTES	PAPERS	WHO
Agenda item: E. KS4 Curriculum	Curriculum Document	Richard Auffret <i>Director of Curriculum</i>
Discussion and challenge: <p>A Governor observed that the newly improved website is much easier to navigate.</p> <p>FFT & TAG analysis showed a positive picture for DMA</p> <p>Vocational progress seems to be a bit lower. The trust are exploring vocational masterclasses across two other schools. It has proven successful at Chesterton. Witchford are introducing this year. This will enable students to finish courses a bit earlier, which will be great for their wellbeing.</p> <p>A governor conveyed that the outcome from monitoring visits articulates that staff rationale for their areas is robust.</p> <p>Course offer needs to be stable, empower staff to want to teach and develop these with local context.</p> <p>Overall, pleased with school's progress but we are ambitious for more.</p> <p>A Governor has emphasised their desire to explore stability vs innovation in monitoring visits for teaching & learning.</p> <p>A Governor enquired to Mr Auffret how we explore new courses to introduce to the curriculum.</p> <p>Various indications, suggestions, accreditations. Opportunities are given to subject leaders to express expertise and enthusiasm of courses to introduce. Also considered would be impact, attraction, skill set, staffing, leadership/strategic conversations.</p> <p>A governor investigated how Ethics is delivered in the curriculum This is provided within the RE subject area</p>		
RA report ended 15:59		

AGENDA ITEM AND NOTES	PAPERS	WHO
<p>Agenda item: J. History & RE Faculty Update (<i>Agenda item moved ahead in the meeting</i>)</p>	<p>Presentation circulated</p>	<p>Esther Hyde <i>Asst Head of History & RE</i></p>
<p>Discussion and challenge:</p> <p>Significant improvement in most recent assessment, average grade from 4-7</p> <p>A governor observed that there has been more support from SEND students across humanities which has been applied consistently</p> <p>A governor gave views on the report, which included the much stronger position that DMA are now in compared to last year. Appears to be a clear action plan.</p> <p>A valuable asset to have on board an RE specialist – Early career teacher (ECT)</p> <p>Ancient History increase in uptake. Year 11 average grade 5, potential grade 6. Focus will be on improving grade 3's to 4's. Next assessment approaching in the next week or so</p> <p>Governors are hoping to see a gradual improvement.</p> <p>Some discussion took place on clarity around potential grades and how these are calculated.</p> <ul style="list-style-type: none"> - Previously based on SAT's & CAT's. - Now on initial 90min CAT's and in school demonstrated ability - Comparative scores equate to a level - Targets are every aspirational - Each term will prove the impact that DMA is having over time <p>A governor investigated plans for visits virtual or otherwise to expand on the students cultural experiences</p> <p>EHE confirmed that plans are being put in place. Just yesterday, students were taken to visit a local church – St Edmund's and St Dominic's which went very well.</p> <p style="text-align: right;">EHE Departed 16:17</p>		

AGENDA ITEM AND NOTES	PAPERS	WHO
<p>Agenda item:</p> <p>F - Behaviour & Exclusion Data G- Attendance & Punctuality Data H- Pastoral – SLT Report I – Safeguarding Updates</p>	<p>Report circulated</p>	<p>Sue Campbell <i>Assistant Headteacher/DSL</i></p>
<p>Discussion and Challenge:</p> <p>SCL invited the LGB to ask any questions on her report.</p> <p>SCL confirmed the newly refurbished bungalow, now known as B1, is being utilised as part of the behaviour support strategy so students may follow their timetable with academic support from an inclusion coordinator and teachers. There are plans to offer more teaching/high quality lessons going forward and the importance of raising respect for staff.</p>		

A Governor queried how attendance has been for the 6th form

- Spike in covid cases for both students & staff, which led to attendance dipping for 2 to 3 weeks.
- DMA remain above average for the national level
- Pupil premium attendance has improved

Governors would be keen to see the regional attendance levels to have some comparable data.

A governor further requested some figures with and without covid absences recorded to see the impact.

SCL assured the LGB that it would not show a difference as national average includes covid absences.

SCL reassured governors that persistent absence figures were high due to it being early into term.

A governor investigated the amount of in-term holiday request for students, to which SCL confirmed that had been none so far.

Some discussion took place around the off-rolling figures provided which was useful and evidenced that this was not occurring at DMA.

Governors enquired further as to the 3 students classed as Missing in Education; 2 were out of catchment and had no transport to get them in and the third was removed from roll but has no new school place to attend.

A Governor explored how mid-year transfer students are inducted into the school and given all the required information

SCL ran through the process and strategies in place to support with a smooth transition

A governor queried the 19 who joined in the Autumn term and any reasons for this

SCL emphasised that these were all positive transfers

My Concern overview was discussed and how it is being effectively utilised.

Most common categories of concern raised:

- Self-Harm
- Historical Sexual behaviours (due to spotlight on this from the peer on peer abuse framework roll out trust wide)
- Mental Health

Support in place in and out of school discussed.

SCL departed 16:48

AGENDA ITEM AND NOTES	PAPERS	WHO
<u>Agenda item:</u> K. Headteacher Report	Heads Report	Mark Eastwood <i>Head of School</i>
<u>Discussion and challenge:</u> Report was circulated, MED invited questions from the LGB Some discussion took place around the PAN which currently sits at 240 for year 7 – currently oversubscribed with 272 listing DMA as first choice LA discussions in the pipeline to possible increases/ideas on school building investment.		

AGENDA ITEM AND NOTES	PAPERS	WHO
<u>Agenda item:</u> L. Health & Safety Update	N/A Careers Presentation shared	Mark Eastwood <i>Head of School</i>
<u>Discussion and challenge:</u> H&S Site Officer candidates are being interviewed next week		

AGENDA ITEM AND NOTES	PAPERS	WHO
<u>Agenda Item</u> M. Any Other Business (AOB)	N/A	Simon Prior <i>Chair of Governors</i>
<u>Discussion</u> Athena Sixth Form – concerns raised about the numbers on roll and the lack of facilities available. Topic to be revisited with more data and discussion points		

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

Signed: Chair of Governors.......... Date:.....09/02/2022.....
Simon Prior