



# Redwood Park Academy

## Minutes of the Board of Governors Meeting

Date: Wednesday 11 October 2017      Time: 5.00pm  
Location: Redwood Park Academy

Present:	SJ Davis (SD) (Chair)	Co-opted Governor
	Nicola Payne (NP)	Parent Governor
	Roisin Gwyer (RG)	Co-opted Governor
	Amelia Southgate (AS)	Co-opted Governor
	Sharon Farmer (SF)	Staff Governor
Apologies:	Alison Beane (AB)	Executive Headteacher
	Jane Moss (JM)	Parent Governor
In Attendance:	Jo Tondeur (JT)	Head of School
	Karen Frost (KF)	Clerk to Governors

### 1      **Welcome and Apologies**

1.1      The Chair welcomed everyone to the meeting. Apologies for absence were received and accepted from Alison Beane and Jane Moss.

### 2      **Declarations of Pecuniary Interest**

2.1      There were no declarations of pecuniary interest relating to the agenda. Governors completed new declaration of interest forms for 2017/18.

### 3      **Minutes of the Previous Meeting**

3.1      Minutes from the meeting held on 12 July 2017 had been distributed in advance. They were agreed to be a true record and signed by the Chair.

### 4      **Matters Arising**

4.1      Governors asked whether the student on the part-time timetable was now attending school on a full-time basis. The Head of School explained that the pupil went onto a full-time timetable but has not attended since. The Local Authority was in the process of looking into alternative provision for them.

4.2      Governors asked whether the loss of the family support worker had put additional pressure on the school. The Head of School said the role was being re-advertised.

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- 4.3 Governors asked whether the school received the necessary resources. The Head of School said the school held interim reviews if needed where necessary. Governors asked whether the school had continuity in the Local Authority staffing and was reassured that they do.
- 4.4 Governors asked whether the extra support being provided to cover the role of the family support worker was impeding on people's roles. The Head of School said in the context of providing personalised learning programmes for pupils integrating into the school it wasn't.
- 4.5 Governors reviewed the status of the actions from the last meeting. It was noted that the vacancies for parent and staff governors had been advertised.

## 5 **Strategic Plan**

- 5.1 The focus areas for the school strategic plan had been distributed in advance of the meeting. The Head of School summarised the key areas in the plan.
- 5.2 Governors asked whether the school had noticed a more creative and practical approach to the curriculum. The Head of School said this was continuing to develop. Recent learning walks had been really encouraging.
- 5.3 It was noted that NP would be carrying out a termly safeguarding meeting and would report about this at the next meeting.
- 5.4 The Head of School explained that the school had a comprehensive programme of CPD to support teachers and teaching assistants. The Learning 3s had been introduced which provided teachers with an opportunity to share good practice amongst peers.
- 5.5 Governors discussed the school culture and the open-door policy. A staff governor said the pupils all appeared to be happy. Staff are working hard. Governors asked for their thanks and appreciation to be passed onto the staff team.
- 5.6 The Head of School explained the school was still using B-squared for assessment but also evidenced progress in areas beyond English and maths through the use of case studies.
- 5.7 Governors asked whether the school had any contact with the recent leavers to see how they were getting on. The Head of School said they had heard from some pupils who seemed to be getting on well. All of the Year 11 leavers had been placed in a college or training. The school has a comprehensive IAG (Information Advice and Guidance) programme through which all pupils at the school receive IAG.
- 5.8 Governors were invited to attend the Future Pathways evening being held on 8 November 2017.
- 5.9 Governors asked when the decision about whether students would study for GCSEs or BTECs was taken and whether it was in Year 7 or 8. The Head of School said that decisions about accreditations were being made at the start of KS4.
- 5.10 Governors asked if they could be sent a copy of the full strategic plan.

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## 6 Head of School Report

- 6.1 A Head of School report dated 2 October 2017 and a Pupil Outcomes Data Report was received in advance of the meeting.
- 6.2 It was noted that the SEF was in the process of being completed.
- 6.3 Governors noted the big imbalance between various groups. The school had 94 (71%) of pupils in receipt of Pupil Premium. 4% of pupils had English as an Additional Language and 4% were Looked after Children.
- 6.4 Governors asked whether the student and staff ratio was what would be expected. The Head of School explained that the student/staff ratio in classes varied depending on the needs of the pupils.
- 6.5 Governors asked if the school felt they had enough resources in terms of teaching assistants. The Head of School explained that the school had been recruiting for 3 new teaching assistants. The school focused on meeting pupils' needs and responding as practically as possible.
- 6.6 Governors asked if the school carried out exit interviews. The Head of School said they didn't at the moment. Governors asked if the school understood the reasons why teaching assistants had left. The Head of School said she did and gave the example of a teaching assistant who had left to complete a PhD. Governors said it would be useful to keep a record of the reasons why people had left to see if there were any patterns. A discussion took place about the role of teaching assistants and the group of people it sometimes suited which meant that there was an inevitable turnover.
- 6.7 Governors asked whether pupils had the opportunity to do financial literacy. The Head of School said it was part of life management and the maths curriculum.
- 6.8 Governors asked whether the Learning 3's was separate to the staff coaching that was put in place following learning walks. The Head of School said that the Learning 3's was additional to the coaching. Coaching might be provided for a number of reasons and was happening all the time. Both contribute the ongoing development of teaching and learning.
- 6.9 Governors reviewed the levels of staff absence and asked whether the school had drilled down to find out the reasons why 3 members of staff had been absent since the beginning of the term. The Head of School said there were no specific concerns and that the absences had been due to illness.
- 6.10 Governors reviewed the pupil attendance and said they were pleased to see it was 93%. Governors asked if the 3 pupils requiring high levels of behavioural support were new to the school. The Head of School said they were. The transition programme was very comprehensive so the school had had a very settled start.
- 6.11 Governors reviewed the number of exclusions. There had been 1 fixed term exclusion. The Head of School said the circumstances for the fixed term exclusion were appropriate and necessary in the situation.
- 6.12 Governors reviewed the pupil outcomes for 2016/17 and said they looked encouraging. The Head of School agreed that they were going in the right direction.
- 6.13 Governors questioned why 60% of BME pupils had met their measurement target. The Head of School explained that pupils found that skill quite difficult as it was about applying what they had learnt. It was conceptually quite difficult. It was noted that the BME data

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was for a very small group of pupils and could be easily skewed which was why looking into data beyond cohort level was crucial.

- 6.14 Governors noted the increases from the May download which they thought were excellent. The Head of School said that there are three assessment points during the year to measure in-year progress and that these between periods comparisons were indicators of trends themselves but it was looking at the whole progress that was most important.
- 6.15 Governors asked if the school felt the data coming through was more secure. The Head of School said she felt it was. The school ensured there was evidence to support judgments and moderation is part of the cycle of data collections and assessment.
- 6.16 The Head of School said that the school always considered whether targets were challenging enough. This year staff have been included in the target setting process. Governors asked whether the moderation process was happening regularly. The Head of School said that it was part of the schedule. Governors asked whether the school linked with Cliffdale Primary in terms of target setting. The Head of School said the school used previous rates of progress as one part of the decision making.
- 6.17 The Head of School drew attention to the accreditation results and reported that 2 pupils had achieved a Grade 4 in maths. Governors asked what % of pupils achieved some sort of accreditation. The Head of School said that it was 100%.
- 6.18 The Head of School reported that 100% of students had gone onto full time education on leaving the school.
- 6.19 Governors asked if the school had specific forest school teachers. The Head of School said that two members of staff were doing the training and that pupils were responding very well.
- 6.20 Governors were given copies of the staff handbooks for 2017/18. Governors asked if the reviewed certain policies and sections of the staff handbooks as a base for training. The Head of School said that they didn't do it like that but that the handbooks were referred to on an ongoing basis as and when to support CPD. Governors suggested it might be useful for staff if they were taken through one policy at a time during staff meetings.
- 6.21 The Head of School reported that a Friends of Redwood Park Academy had started last year and would hopefully move on in 2017/18

## 7 **Governing Body Matters**

- 7.1 It was noted that the vacancies for Parent Governor and Staff Governor had been advertised. SD would discuss the Co-opted vacancy with the SAT board.

**Action: SD**
- 7.2 Governors discussed links and monitoring activities they would like to do. It was agreed not to have governor links, but rather to discuss at each meeting the sorts of monitoring activities governors would like to undertake and to decide who would be best placed to carry them out.
- 7.3 It was agreed to carry out the following monitoring activities: Learning Walks in the spring term and governor attendance at the Future Pathways evening. Future ideas suggested included: governors attending school council meetings and a governor analysing the data in more detail.

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## 8 Items for the Next Agenda

- Reports from governor monitoring: Safeguarding and Future Pathways
- Decide on future governor monitoring activities
- Pupil Premium report 2016/17 and proposed spend for 2017/18
- SEF

## 9 Date of the Next Meeting

9.1 The date of the next meeting would be Wednesday 29 November 2017 at 5.00pm.

## Summary of Actions

Minute	Action	By whom	Target Date
1.	Carry out DBS checks for governors.	LS	March 17
2.	Send governors dates of learning walks.	JT	Nov 17
3.	Look into building a relationship with EBP South and Shaping Portsmouth.	JT/SD	Oct 17
4.	Send governors a copy of the full strategic plan.	AB	Nov 17
5.	Discuss the Co-opted Governor vacancy with the SAT board.	SD	Nov 17

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