



EDMONTON ACADEMY TRUST

TWELFTH MEETING OF THE GOVERNING BODY OF EDMONTON COUNTY SCHOOL

9th JULY 2019 AT 6.00PM – CAMBRIDGE CAMPUS

MINUTES – PART ONE

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| Members: | Salih Suavi, Justine McLennan, David Clarke, Owen Vallis |
| Trustees: | Rob Leak (Chair), Peter Blane, Susan Tranter (ex officio), Konrad Halls, Christine Martin, Liz Whale, Lia Commissar. |
| Local Governing Body: | |
| <u>Parent Governors:</u> | Kelly Grant^, Joanne Yarwood^, Liz Whale*, Graham Reid^, Konrad Halls (extended leave) ^ |
| <u>Co-opted Governors:</u> | Rob Leak*, Derek Richings*, Clinton Page^, Abi Adesida^, Lia Commissar*, Christine Martin (extended leave) ^, Neha Shah^, Sheila O'Neill^ |
| <u>Staff Governor:</u> | Kirstie Das* |
| <u>Executive Head Teacher:</u> | Dr Susan Tranter (ex officio) * |
| <u>Clerk:</u> | Andreas Adamides* |

Also in attendance:

Paul Miller – (Deputy Headteacher/ Co-Head of the Primary Phase) *

^ denotes Absent * denotes Present.

PART ONE

- 1.0 APOLOGIES FOR ABSENCE AND WELCOME
- 1.1 Apologies were RECEIVED and NOTED from Governors Konrad Halls, Clinton Page, Joanne Yarwood, Kelly Grant, Graham Reid and Christine Martin. From Member Justine McLennan. Plus, from Deputy Headteachers Erini Franciosa, Stephen Kinson, and Maria Panayi. The meeting was quorate taking into account the long-term absences.
- 2 DECLARATIONS OF INTEREST
- 2.1 There were no Declarations of Interests.
- 3 MINUTES OF PREVIOUS MEETING
- 3.1 The GB RECEIVED and ACCEPTED the minutes of the Full Governing Body meeting held on 19th March 2019. The minutes were signed by the Chair.

4 MATTERS ARISING

4.1 There were no matters arising.

4.2 The Governors' issue log was noted and that actions for this meeting and committee meetings are being carried out as planned.

Q= How was the Primary School speaking contest?

A= Liz Whale replied that it was very good.

Q= How are we going to get a lollipop person for the Primary pupils?

A= Paul Miller (PM) replied that the School has contacted the LA about this, but they are reducing the number of lollipop people. An option is for the School to look at funding a post, but this is unlikely to be possible.

5 EXECUTIVE HEADTEACHER'S REPORT

5.1 The GB RECEIVED and APPROVED the Executive Headteacher's report and actions including the teaching and learning review of the Secondary Phase, review of the Primary Phase and the School Progress Plan 2019-21. The report included a summary of the feedback from parent questionnaires.

5.2 Susan Tranter (ST) presented school population numbers and advised that the School agreed with the LA to cap Reception numbers to 30, which will avoid an uneconomic year group. The Secondary Phase will go over the planned Year 7 admission number in September by 30 children. This will bring extra income into Year 7. In the next few years it is likely there will only be one form of entry for Reception.

5.3 Paul Miller (PM) advised that in September there will be 30 in Reception, which has been the case for three years. Four years ago, the School admitted two forms, but numbers have reduced since.

5.4 ST advised that as the Primary School gets a track record of good outcomes, more parents will hopefully apply for Reception places.

Q= Is this a wider issue?

A= ST- Yes there are not enough children in the borough, other schools have similar issues.

5.5 Governors NOTED the minutes of the Trustees meeting from 28 June 2019.

5.6 Governors NOTED the Governor visit reports from Rob Leak and Lia Commissar.

5.7 Governors APPROVED the revised Safeguarding Policy, which only had minor changes, including the named officers.

Q= Are Governor visits being carried out?

A= ST- Yes but we need more visits, some visits were made but have not been written up. It is difficult for many Governors to arrange visits during the day.

- 5.8 Governors NOTED the feedback from parent questionnaires.
- 5.9 ST reported the staff changes, including the new Deputy Head, the maternity leave and cover arrangements, and appointments including the two new Science teachers. An Assistant Head is moving to another school, his duties have been reorganised to ensure that they are covered. Overall the School will be fully staffed in September, except for one Modern Foreign Language teacher post.

Q= Will we have four Deputy Heads?

A= ST- Yes and the new Deputy Head has had an induction.

Q= What is the balance of the experienced teachers compared to NQTs?

A= ST- The list of new appointments includes nine experienced teachers; we have a good balance with the NQTS.

- 5.10 ST reported that the HR Manager is leaving to work nearer to home, and has had good CPD that has enabled her to secured a promoted post. The Finance Manager is retiring at the end of school year.
- 5.11 ST reported that the School commissioned a teaching and learning review of the Secondary Phase and a bigger review of the Primary Phase. This was led by registered inspectors, who also trained senior post holders about how Ofsted will judge lessons.
- 5.12 ST reported that the Secondary Phase review was a thorough report, which identified what the School needs to do differently, and what it does well including behaviour. Ofsted are now looking at books over time to see how children are doing, for evidence of good teaching over time. The inspector went through Ofsted style lesson observations, and that children will be asked about how they have improved their work. They will do this by talking to 6 children, looking at how their work is differentiated.
- 5.13 Kirstie Das (KD) reported that the inspector was interested in talking to children about how their work has improved and found the feedback informative.
- 5.14 ST advised that Ofsted will look at the curriculum intention, how it is is being implemented and the impact of teaching on children's progress. This teaching and learning review identified that the School needs to differentiate better, to look at how teachers ask questions to children and how to get children to learn their work in a knowledge rich curriculum. E.g. Drama is now 80% exam based, which is a big change for teachers to prepare children for exams.
- 5.15 PM reported on the Primary Phase review, which was more of an Ofsted style inspection, led by two inspectors. It confirmed the School's self-evaluation. The headings were about the quality of leaning, behaviour for learning and the need to improve more independent learning. The School should further think about how marking helps children to improve and continue a focus on the attainment and progress of disadvantaged children. The leadership and management should have a clear rationale about how the curriculum will impact on

children. Overall the process was excellent, and they have been booked for next year to come back.

- 5.16 ST advised that all postholders were trained in the lesson observation methodology.
- 5.17 ST gave a presentation about the new Ofsted framework, and showed a short video from the lead inspector, Amanda Spielman.
- 5.18 ST advised that intention, implementation and impact are their 3 key words, in looking at the impact of what schools do.
- 5.19 ST presented the key features of the new framework, including the quality of education judgement about the curriculum. There will be a high-level discussion about the curriculum, and about what a school is seeking to teach. There will be a deep dive in Primary of 3 to 5 subjects including Reading, Maths and the Foundation stage. In Secondary they will cover 4 to 6 subjects and look at pupil groups. This will happen via lesson observations, scrutinising work, and by discussions with curriculum leaders, teachers and with children.
- 5.20 ST presented the criteria to achieve an outstanding standard of education as follows: "In a nutshell Everyone knows your curriculum intent (what you're teaching pupils, as well as why you're teaching them that) and how it's being implemented, including their role in that. The curriculum, schemes of work, lessons and work given to pupils are sequenced and planned effectively so that pupils know more, can do more, and remember more. Teachers' pedagogical and subject content knowledge is good. Pupils' work and outcomes are good, including for specific groups. All of this is consistent across all subjects and year groups."

Q= There is a focus on learning over time, embedding learning, sequencing and the pedagogy across 3 years, how will you revisit this?

A= ST- For example at KS4 the homework has 2 parts including consolidation and re-visiting their previous work to ensure a consistency of learning. KS5 homework in addition includes research.

Q= Are pupils use to being asked about their learning?

A= ST - Generally children are willing to talk about their learning, the least able need support to reflect on what they have learnt. Every teacher is observed at least twice a year. As part of the T&L review I happened to see the same groups of children in 4 subjects which helped for a thematic review. The teaching and learning review observed 20 Year 8 lessons, which gave a good insight.

Q= What is the Ofsted expectation of governors? How do we gain a greater understanding of how standards are being improved?

A= ST- Yes, it is, and we will look into this.

Q= What is the notice period?

A= ST- They ring in the morning; all inspectors will be for 2 days.

- 5.21 ST presented the School Progress Plan including the objectives, including in the Secondary Phase that all students should achieve grade 5 or above in English and Maths, and are in line with national averages for Attainment 8. In addition, it includes objectives about

attendance, the quality of marking in books, differentiation in learning and the need to make sure that students' work is well organised.

5.22 ST presented the current plans for the new Salmon's Brook School.

Q= Are there any risks?

A= ST- we have identified the site, but the DFE have not yet secured the land. The building is due to start in January 2020 and school will open in January 2021. There is a risk if there are delays with land acquisition.

Q= When will it be handed over to us?

A= Once the school is built. The ESFA provides the funding, the DFE commissions the building and the land acquisition. The School plans what the new school will look like. At the next meeting we will present the design plan and will show an artist impression of the school by the architects.

ACTION. We have visited other schools they have designed.

5.23 Governors NOTED the feedback from parent questionnaires. ST advised that most of the responses were a one or two, which is a good answer. The main issue parents have is about lessons being disrupted by bad behaviour.

Q= Is there disruption?

A= KD- It is a broad definition; it can be, for example, other students coming in late.

Q= Can the question be re-phrased?

A= ST- We prefer to use these Ofsted questions.

Q= Is there anything else we can do to reduce disruption?

A= ST – To make sure teaching is good and consistent, and to invest in the culture of parents and children agreeing with the culture of the School.

Q= Is disruption less of an issue than it was?

A= ST- Behaviour has improved greatly over the years, there is now no need for senior staff patrols.

A= PM - Behaviour is an issue for all schools, we will look at how to share and compare information with other schools.

Q= Can you tell us about the Somali parents meeting?

A= ST- I met with a representative, 10 people authorised him to speak on their behalf. We agreed to invite parents to the School for a meeting.

5.24 Governors had a discussion about community cohesion and communications with parents.

5.25 Governors NOTED the Executive Headteacher's activities.

Q= Why were there redactions in the Trustees minutes?

A= ST- this was because of personal information and about the 2 complaints.

6 REPORTS FROM COMMITTEES

6.1 The GB RECEIVED and APPROVED the minutes of the meeting of the Primary Committee held on 11 June 2019 and considered any recommendations or issues arising from the meeting.

6.2 The GB RECEIVED and APPROVED the minutes of the Secondary Committee held on 19 June 2019 and considered any recommendations or issues arising from the meeting.

6.3 The GB RECEIVED and APPROVED the minutes of the Staffing Committee held on 25 June 2019 and considered any recommendations or issues arising from the meeting.

6.4 The GB RECEIVED and APPROVED the minutes of the Finance, Audit and Premises Committee held on 2 July 2019 and considered any recommendations or issues arising from the meeting.

7 ITEMS FOR NEXT AGENDA

7.1 Items from the Governors Handbook.

8 DATES OF FUTURE LOCAL BOARD OF GOVERNOR MEETINGS

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| 17 September 2019 | <ul style="list-style-type: none">• Review of results• School Progress Plan |
| 15 October 2019 | <ul style="list-style-type: none">• Staffing update• Secondary focus• Finance report• School Progress plan update |
| 26 November 2019 | <ul style="list-style-type: none">• Staffing update• Primary focus• Finance report• School Progress plan update |
| 10 December 2019 (at ECS) | <ul style="list-style-type: none">• Governor Training- 6pm• Followed by Dinner |
| 28 January 2020 | <ul style="list-style-type: none">• Staffing update• Secondary focus• Finance report• School Progress plan update |
| 25 February 2020 | <ul style="list-style-type: none">• Staffing update• Primary focus• Finance report• School Progress plan update |
| 21 March 2020 (at LVA) | Governor Training -6pm |
| 21 May 2020 | Staffing update Secondary focus |

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| | Finance report School Progress plan update |
| 16 June 2020 | Staffing update Primary focus Finance report School Progress plan update |
| 30 June 2020 | Staffing update Review of work Finance report Plans for next year School Progress Plan |
| 14 July 2020 (at ECS) | Governor Training-6pm Followed by Dinner |

Governor Training Dates

10 December 2019

21 March 2020

14 July 2020.

9 ANY OTHER BUSINESS

9.1 None.

Clerk's Note: Part 1 meeting closed at 7.30 pm.

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Signed by Chair/Vice Chair

Date