

**Southfields Academy  
Local Governing Body  
Wednesday 21<sup>st</sup> November – 6 pm**

**Attendees:** Jackie Valin (VLN), Wanda Golinska (GLA), Tracy Gray (GRY), Susan Hayday (SH), John Moore (JM), Mark Heathcote (MH), Sian Tyler (ST), Tara Minto (MTO), Donna Collins (DC),

Steve Elson (MAT Director of Finance) (SE)

**Apologies:** Larry Davis (DVS), Tessa Strickland (by email to M. Breen after the start of the meeting)

**Minute taker:** Barbara Franklin

| Item                        | Discussion   | Action                   |
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| 1. Elect a Chair            | <ul style="list-style-type: none"> <li>• Susan Hayday (SH) opened the meeting and said that governors should appoint a Chair and Vice Chair.</li> <li>• John Moore was appointed Chair and Sian Tyler and Mark Heathcote were appointed as Vice Chairs. Both appointments were unanimous.</li> </ul>   |                          |
| 2. Welcome and apologies    | <ul style="list-style-type: none"> <li>• JM welcomed attendees to the meeting, the first under the new MAT structure.</li> <li>• VLN underlined that the format of governor meetings was still being decided in light of the first year's meetings.</li> <li>• VLN also added that it would be good to have two parent governors. It was also agreed to have a look at the Wandsworth list of potential governors.</li> <li>• JM asked whether other governors are required and VLN said that it was under consideration.</li> <li>• Apologies from Larry Davies and from Tessa Strickland, by email.</li> </ul> | <b>Action: SH and JM</b> |
| 3. Declaration of interests | <ul style="list-style-type: none"> <li>• JM declared that he has a relationship with Southfields Academy through his employer (Renaissance) but that he receives no financial benefit from the relationship.</li> </ul>  |                          |

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| 4. Minutes – none as first meeting of the year | <ul style="list-style-type: none"> <li>• None as this was the first meeting.</li> </ul>  |  |
| 5. Matters arising                             | <ul style="list-style-type: none"> <li>• None arising.</li> </ul>  |  |
| 6. Headteacher's report                        | <ul style="list-style-type: none"> <li>• Presenting the HT report, GLA drew attention to the Summary achievement. KS4 results have been good but the progress is not as high as in the past. 70% of the students have contributed to this progress but 30% don't fit inside a box and cannot identify their achievement.</li> <li>• For example the European Computer Driving Licence is an exam that has been abolished because deemed too easy/accessible. This has had an impact for SA students who often took this exam and obtained very good grades in it.</li> <li>• GLA continued talking about Pupil Premium and how it is beginning to affect SA which traditionally has always done well; all activities outside school affect this.</li> <li>• GRY gave an example of an extract where students sitting their Year 6 SATS exams would have had to have knowledge of landscape terminology in the North/South Pole areas, technologic biological and body parts vocabulary as well as emphatic language to be able to understand and answer the questions. SA students are not necessarily taught this at home.</li> <li>• GLA asked how we can simulate this in school.</li> <li>• SH brought as an example that when she helps reading in a primary school the children are offered 'culturally neutral passages.</li> <li>• GLA commented this is deliberate.</li> <li>• MH wondered how many students do self-reading at home.</li> <li>• JM underlined how this will obviously reflect in the Year 7 intake of those children who were not capable at the end of Year 6.</li> <li>• GRY stated that the economic status impacts on vocabulary and in order to close the gap there should be a broader curriculum knowledge. Difficulties to attain this are expressed.</li> <li>• JM asked whether it was the same 50 years ago.</li> </ul> |  |

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|  | <ul style="list-style-type: none"> <li>• GRY brought the example of the SATS paper question where a word in German (Autobahn) had compromised the ability to reply to said question – the same when ‘organic boxes’ was in another question.</li> <li>• ST asked whether there is acceptance that this is above their grasp to which GLA replied that Government bodies don’t look into what is behind, as opposed to independent ones.</li> <li>• SH confirmed cycles come and go in Education.</li> <li>• MH underlined how such a word (Autobahn) should have appeared during the course of studying modern German history but we know that might not be the case.</li> <li>• GRY said that a lot has slipped away that should have been included, eg the current Geography text book is not great, not least for financial reasons.</li> <li>• GLA affirmed that low grade boundaries are in place because of students’ inability to answer.</li> <li>• JM said the national cohort hasn’t changed, the thresholds have dropped. He condoned teaching higher level vocabulary but it must happen in the whole country.</li> <li>• ST stated there are 38% Pupil Premium students compared to 50% last year and we are encouraging parents to apply, but if they don’t, there is nothing we can do. VLN confirmed that some parents don’t want to apply. MTO supported this by saying that it is very difficult to encourage parents; cohorts are changing but the teachers will carry on fighting this battle.</li> <li>• JM talked about the PP statement on SA website and said he did not spot the form; stressed how important it is to register. GLA confirmed it is there and it is pushed through the tutors. Again, if parents don’t want to claim, we can’t force them. JM stated that if they are registered in primary school as PP, they will come across through to secondary school.</li> <li>• GLA talked about <b>6<sup>th</sup> Form</b> and how impressive it is. The progress is good, not giant leaps but 50% of students go to university.</li> </ul> |  |
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|  | <ul style="list-style-type: none"> <li>• VLN said the Council asked what will students do with their qualifications; even those who do not appear on the progression tables will go to university.</li> <li>• MTO explained that she teaches a vocational subject and students are grateful they can do an accessible course, new specs being a disadvantage.</li> <li>• GLA confirmed they have been granted one more year in September 2019 – they always grant more time but do so at the last minute. The failure rate for the new Sports qualifications is 70% across the country.</li> <li>• GLA went on to talk about 6<sup>th</sup> form recruitment and how huge an effort is put into this, similarly for Year 7 where Mr S. French is engaged in tours and Ms M. Breen on phone contacts all year round.</li> <li>• JM stated how one of the biggest challenges is to have increased the recruitment and this has changed the whole outlook of the school.</li> <br/> <li>• GLA carried on to talk about <b>Accelerated Reader</b> and how much it takes to run this program in planning, managing, training, resourcing and monitoring it. After brilliant progress, the summer break resulted in students falling back. ST admired this notable achievement. MTO pointed out the routine of being engaged with books is inevitably interrupted in the summer.</li> <li>• GRY mentioned an upcoming workshop for parents of Year 8 where Ms G. Le Grande will explain what to do to encourage more reading.</li> <li>• ST related how an experiment in a French school where mobiles were removed from both students and teachers produced a major change in the school psyche. Everyone picked up a book.</li> <li>• JM noticed how the summer read drop is a challenge; we know how reading every day improves reading.</li> </ul> |  |
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|  | <ul style="list-style-type: none"> <li>• MH asked how many parents come to workshops. GLA replied usually 70/80%.</li> <li>• VLN talked about <b>Safeguarding Challenges</b> and its facets. SA had 152 students in this category before start of the school year, 162 now. The Safeguarding Officer is moving on and there is concern.</li> <li>• ST asked clarifications of what comes under the title 'Safeguarding' and VLN replied that it could be anything from sexual abuse, internet grooming or mental health concerns and whatever it is, SA has to deal with it. There is an operational person in place in the 6<sup>th</sup> form and there is the need for 8 staff to tend to safeguarding issues alone Police or Social Services may be involved.</li> <li>• GLA pointed out that even though it should be the family, SA chooses to invest the funding around safeguarding matters in a preventative way.</li> <li>• VLN underlined how sometimes people are asked to be in 3 different places at the same time so hoping to get a mental health person as part of a government pilot scheme.</li> <li>• GLA carried on talking about the new <b>MIS System (Bromcom)</b> and how it was a necessity to change. Not everything has gone smoothly and it needs to be as efficient as possible. MH asked if we are confident it will work. GLA was adamant it will.</li> <li>• MTO explained it requires time. A new system has new capabilities but it's a process.</li> <li>• MH asked whether it's down to training, implying surely it can't be just the system. GLA replied it is a bit of both to both queries</li> <li>• JM asked if there is a data manager. GLA explained there is one part time and there is a limit to how much SA wants to invest in it. At the moment 2 hours/week are allocated to develop it. Can't increase this time allowance. SA chooses to spend budget on other resources, reflecting its holistic approach.</li> </ul> |  |
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|   | <ul style="list-style-type: none"> <li>• GLA went on to illustrate how it's been a hard term; lots of cover. Teachers have 20hr teaching weeks, filling in reports, marking, talking to students etc.</li> <li>• VLN underlined how all staff, not just teachers, are extremely proactive.</li> <li>• SH asked if SA is up to quota with staff? VLN replied that there are ongoing replacements/recruiting at the moment eg in English and Science departments from January 2019. Different aspects of finding and replacing staff were discussed with ST. VLN highlighted the need of a Safeguarding figure and generally reinforced the concept of what a positive place to work SA is and commended staff once again.</li> <li>• VLN carried on explaining a different approach to the Council when they contact SA to place a challenging child from elsewhere and explained how it is not going to accept students whose needs SA can't fulfil; this is also in order to protect staff.</li> </ul> |  |
| <p>7. Financial report, including Pupil Premium and year 7 Catch up funds</p> | <ul style="list-style-type: none"> <li>• Steve Elson presented the 2018-19 Financial Report. He explained that it was too early in the financial year for a forecast but that a forecast would be presented to the MAT Trustee Board in December.</li> <li>• SE spoke about the 2017-18 final accounts and the end of year audit report.</li> <li>• The 2017-18 outturn position showed an overspend of £983,000 compared to a budgeted overspend of £1.6 million. SE said that we would continue to look for in-year savings against the budget.</li> <li>• SE spoke about the end of year audit report from Landau Baker. It only contains one recommendation, rated green on the RAG rating. SE said that this was a very good report and testament to the work of the finance team.</li> </ul>  |  |

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|                     | <ul style="list-style-type: none"> <li>• VLN talked about <b>Pupil Premium statement</b> and said how SA has to produce a report every year but in reality, SA spends more than the allocated funding in deprived students..</li> <li>• JM asked if a PP inspection took place? VLN replied there hadn't been.</li> <li>• MH asked why are non-PP children results lower than other children? GLA said we can't compare with other kids at national level. Figures with disadvantaged children are never published.</li> <li>• JM asked if this is contextualized? GLA replied it isn't but it used to. If you're a high achiever, you are rewarded more than a lower achiever (with same progress)</li> <li>• JM asked if SA is tracking HPA students? GLA replied we are. PP has always been 50/60% whilst nationally it never did well. Individual pupils are not targeted. HPA is different. In KS3 report, positive results are visible and at SA the current Year 11 is doing really well. GAL specified that if you teach the top end, the middle gets drawn out. There is a need to change the culture.</li> </ul> |  |
| 8. Standards report | <ul style="list-style-type: none"> <li>• GLA started by explaining the planning between terms<br/>-Autumn, the KS4 summary from the summer public examination<br/>-Spring, progress for Y11 and Y13 curriculum. KS3 progress<br/>-Summer, an insight into curriculum because exam results are not out yet. Also a Teaching and Learning annual report.</li> <li>• VLN underlined that with Teaching and Learning then there is a better understanding of where SA is.</li> <li>• JM asked if there is a predicted outcome of progress, to which GLA replied there is.</li> </ul>   |  |
| 9. Academy RAP      | <ul style="list-style-type: none"> <li>• GLA started by saying there is an Action Plan.</li> </ul>   |  |

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|   | <p>The four areas are Management, Teaching and Learning, Personal Development and Welfare Outcomes and Leadership &amp; management.</p> <ul style="list-style-type: none"> <li>• GLA outlined that PD behaviour and welfare are in ECM minutes.</li> <li>• VLN announced Mid-Year Review is in March 2019 for the Agenda</li> <li>• GRY pointed out that targets for Maths and English are lower than last year.</li> <li>• ST asked what was this difference due to and GRY explained it is the profile of the cohort.</li> <li>• GLA explained that all attainment will be lower and will always be significantly below national average. The current Deputy HoY has to deal with mental health issues as we have a very needy Y11 this year.</li> <li>• JM asked what action is being taken. VLN replied there will be a review in the Spring meeting</li> </ul> | <p>Subject missing, look up</p> |
| <p>10. Trustee/Governor's agreed curriculum areas</p> | <ul style="list-style-type: none"> <li>• VLN confirmed that Governors are attached to specific Department Areas with 2 visits a year. There was a debate about the detail and structure of the visits.</li> <li>• SH suggested there should be contact with the students built in as Governors and Trustees do not have a direct contact with students, or teachers.</li> <li>• VLN suggested a lunch perhaps with the 2 parties. JM was in favour of keeping the 'Governors' week' template like in the past.</li> <li>• MH suggested that each Governor/Trustee negotiate a date with their department. Everyone agreed a termly visit in the spring term.</li> <li>• The current appointment of areas:<br/> MH - Humanities and Careers<br/> SH - Safeguarding and SEN/Inclusion<br/> ST - MFL and English<br/> JM - Business and Music</li> </ul>               | <p><b>Action: Ms Breen</b></p>  |

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|  | <ul style="list-style-type: none"> <li>• VLN summarised by saying that Ms M. Breen will set a date and a week for visits and ways to include students' voice.</li> </ul>   |  |
| <p>11. Standing items to report</p> <ul style="list-style-type: none"> <li>- ECM Governor's minutes</li> <li>- National initiatives</li> <li>- Premises and Health &amp; Safety</li> <li>- Policy Updates</li> </ul> | <p><b>ECM Governor's Minutes</b></p> <ul style="list-style-type: none"> <li>• MH said there was a presentation on Uniformed Services</li> <li>• Minutes will go to Trustees for information</li> </ul> <p><b>Premises and Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Mr Bolger's report highlights works taking place in school. Issue with gas tightness where wrong valves were put into place in Science block (water instead of gas valves, now replaced)</li> <li>• SE mentioned that the MAT H&amp;S Policy will be presented to the MAT Trustee Board meeting on 5<sup>th</sup> December.</li> </ul>          |  |
| 12. AOB  | <ul style="list-style-type: none"> <li>• VLN spoke about Data Protection and how tricky it is with marketing strategies</li> <li>• ST highlighted Page 40 of HT report and how to be extra cautious with regards to the first bullet point: 'Marketing and Recruitment Developments for 2018-1019'. VLN said to make Mr N. Browne aware of it and it should be fine. MTO confirmed she will inform Mr Browne too.</li> <li>• VLN announced that herself, SE and SH will be at Department of Education Meeting tomorrow (22/11/18).</li> <li>• VLN talked about local MP, Dr Rosena Allin- Khan's visit which was very successful.</li> </ul> |  |
| 13. Confidential items   | <ul style="list-style-type: none"> <li>• VLN told the meeting that the DfE had investigated SA following unfounded allegations about the process of giving out sixth form bursaries to vulnerable and disadvantaged students.</li> </ul>   |  |

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|                          | <p>Though the allegation, that SA had given money to students that were not entitled was found to be unfounded, the auditors have said that SA had misinterpreted the guidance and should change its process to give more individualised payments to students. This was now happening.</p> |  |
| 14. Date of next meeting | <ul style="list-style-type: none"> <li>• The date of the next meeting is 27 February 2019.</li> </ul>  |  |