

Minutes of the Academy Committee Meeting of  
La Fontaine  
28 March 2022 at 1700

Name	Position	Attendance
Jessica Louison (JL)	Staff Governor	Present
Karl (Freddie) Meier (KM)	Co-opted Governor, Vice Chair	Present
Michael Tirrell (MT)	Head	Present
Rachel Spotswoode (RS)	Co-opted Governor	Present
Chris Stevens (CofG)	Co-opted Governor, Chair	Present
Charles Baddeley (CB)	Observer	Present
Bukola Garry (BG)	Observer	Present
Phoebe Greer (PG)	Deputy Headteacher	Present
Dawn Parish (C2G)	Notetaker	Present
Tim Mills (TM)	Executive Head of Primary	Present

Item	Minute	Action
<b>STEP First – We are all one team</b>		
1.	<p><b>Welcome and Update (people)</b> The Chair of Governors (CofG) opened the meeting and welcomed everyone.</p> <p>The Headteacher outlined the evacuation procedure in the event of an alarm sounding during the meeting.</p> <p>The Head confirmed there is a trained first aider and fire warden at the meeting.</p> <p>No notification was received by the CofG of any other business to be discussed later in the agenda.</p>	
2.	<p><b>Apologies and Quorum (people)</b> Governors confirmed they had added their attendance to this meeting via The Trust Governor (TTG).</p> <p>No apologies were required for this meeting.</p> <p>The CofG confirmed the meeting to be quorate.</p>	
3.	<p><b>Declaration of Pecuniary Interests and/or Conflict of Interests (people/accountability/compliance)</b> Governors were asked to declare any pecuniary or personal interests in any agenda item for this meeting. None were declared.</p>	
4.	<p><b>Board of Trustees' Update</b> Governors noted the Board of Trustees update from Autumn Term 2021.</p>	

5.	<p><b>Member Meeting Minutes</b> Governors noted the Members meeting minutes.</p>	
STEP Way – <i>We all agree to do things like this</i>		
6.	<p><b>Governors Membership</b> Governors noted the membership changes with CB and BG currently observing as their application will be ratified by the Board is due on 30 March 2022. There is a vacancy for a Parent Governor.</p> <p>Senior Governance Clerk to use the TTG skills gap to recruit. <b>Action: SC2G</b> to send recruitment pack to the Head. <b>Action: Governors</b> to write a piece about themselves - a paragraph about why they wanted to be a Governor. This will be put in a letter for parents.</p> <p>Governors noted the creation of two new Academy Committees. Benedict and Park Academies (BDA PKA) and the new schools from East Sussex that joined the Trust; Peacehaven Heights and Telscombe Cliffs Academies (PHA TCA).</p>	<p>1 2</p>
7.	<p><b>Minutes</b> Governors agreed and approved the minutes of the 6 December 2021 as an accurate account of the meeting.</p> <p>Governors noted the PDF version of the minutes uploaded to TTG will now replace the signed version and will be available to auditors for inspection should the need arise.</p> <p>There were no action points (outstanding) from the last meeting.</p>	
8.	<p><b>Report from Head</b> Governors noted the written reports from Heads and confirmed they had read them. This was covered in detail in during the Governors’ Day in school.</p> <p>Governors were invited to ask strategic questions.</p> <p>Q: Are there a revision of targets, especially within KS2? A: Not now – reading, writing and maths is targeted as 88% which may drop to 85%. Nationally it is 65% so our target is high. Year 6 has been split into 3 classes to give them more help. Most learning is revision at this point for Year 6 with reading looking very strong. The point of high grades is to prepare pupils for secondary school. It is more desirable for pupils to reach expected rather than focusing on greater depth.</p> <p>The school does not want to just push Year 6 pupils – Year 6 have missed lots of the curriculum due to Covid so it is important to put in support further up the school. The last uninterrupted year for Year 6 pupils was Year 3. Teaching does not stop after SATS week – pupils will be doing reading, writing and maths and will also put on a production.</p>	

	The CofG thanked the Head for the report.	
9.	<p><b>Safeguarding</b> Governor noted safeguarding visit reports submitted by KM.</p> <p>KM met with staff and the practicalities of safeguarding to find out if they were well equipped. The answer was overwhelmingly yes. Eight members of staff are DSL trained. CPOMS is used and copies in the DSL. Staff felt supported and that procedures were clear. Keeping Children Safe in Education was well observed. Safeguarding scenarios have been discussed and staff are clear on what they need to do. Safeguarding is not just the responsibility of the DSL. Working with parents has been put on the CPD schedule. Staff knew what to do if they couldn't access SLT or had to take another route e.g., contacting the Police in case of FGM.</p> <p>Mental health was also discussed and how to find safety during a difficult time. Pupils have trusted adults in the school and know who they can turn to. Staff faces are displayed around the school to show there are a wide range of people that children can go to. Domestic violence came up as the main area that staff would like training in.</p> <p>Safeguarding systems are in place in the school and work well.</p>	
10.	<p><b>Standards</b> There were no reports available for this meeting.</p>	
11.	<p><b>Stakeholder Engagement</b> An updated biography needs to be sent out to parents regarding Governors to improve cohesiveness within the community. The PTA coffee morning has been put on the calendar. LFA wants parents to come in and suggest ideas so we can work together. As the school has grown, the need has grown to make more links with our families to engage them.</p>	
12.	<p><b>RACE Charter Mark</b> Training was on 25 November 2021 – not all Governors have completed it. As part of RACE Charter Mark, there has been training – SLT and curriculum leads have worked on building an inclusive curriculum. The next training is in May 2022 and a twilight session (5-7:30pm). Dates are 5 May, 26 May and 23 June 2022 (all Thursdays).</p>	
13.	<p><b>Governors in School</b> Governors were reminded to book the focus visit / governor day with the school during the half term before the next Academy Committee meeting and that they would submit a written report up to ten days before the next meeting for information or discussion.</p>	

	It was suggested, going forward, for governors to meet in person for governor day / visits / socials in school where possible and virtually for an Academy Committee to feedback and discuss areas observed.	
<b>STEP Up – We all succeed together</b>		
14.	<b>Chair's Actions / Correspondences / Updates</b> The CofG reported no action had been taken on behalf of Governors and there were no documents to circulate since the last meeting.	
<b>STEP Ahead – We invest in our future</b>		
15.	<b>Governor Training</b> Governors noted the virtual STEP in-house training took place on 26 January 2022.  The next virtual STEP Governor Training is scheduled for 15 June 2022 6pm. Governors were invited to suggest future training focus areas.  Jennese Alozie is leaving the Trust at the end of the week.	
16.	<b>Future Meeting Dates</b> The next virtual Academy Committee meeting will be on 18 July 2022 at 5pm.	
17.	<b>Any Other Business (people)</b> The Trust has tried to identify Russian and Ukrainian families – across the Trust we have one Ukrainian family and several Russian families. With regards to refugees, the Director of Education said they have simplified the process and refugees will only need to provide a letter from their host family, but parents will need to go through admissions to get their child into a school. Within the school, children are asking questions and resources were sent out in the Newsletter. Year 4 upwards appear to be the most aware and the Trust has provided materials. The Student Council has also undertaken a fund raiser for this and raised over £1000.	
18.	<b>Closure</b> There being no further business to discuss, the CofG closed the meeting at 18:10.	

Item	Action Points including questions for Governance / Executive Teams and Trustees	Owner
1.	SC2G to send parent governor pack to Head	SC2G
2.	Governors to write a paragraph about themselves	Governors

These minutes are a true and accurate account of the meeting.	
Name	Chris Stevens
Senior Governance Clerk	Lynn Bruce
Date	20 March 2022