

# Meeting Minutes

## BROOKE WESTON

<b>Date</b>	Tuesday 6 <sup>th</sup> February 2018	<b>Time</b>	4:00pm
<b>Present</b>	Phil Harris-Bridge (PHB, Chair), Charles Amies, Leyton Smith, Marcus Learoyd, Ika Castka, John Hill, Leyton Smith, Pete Kirkbride (PKI, Principal), Shaun Strydom (SST, Senior Vice Principal), Rebecca Waterson (RWN), Simon Underwood (SUN), Matt Rodger (MRR)		
<b>Apologies</b>	Tony Segalini,		
<b>Statutory Items:</b>			<b>Action</b>
<b>1.1</b>	<b>Welcome</b> Welcome to our first governing body meeting of 2018.		
<b>1.2</b>	<b>Apologies</b> Apologies were accepted from Tony Segalini. No apologies were rejected.		
<b>1.3</b>	<b>Meeting Agenda Summary</b> <ul style="list-style-type: none"> <li>• PHB outlined the items on the agenda and briefly detailed the matters to be discussed.</li> <li>• Progress during the year, the majority of subjects have moved to 1-9.</li> <li>• Pupil Premium discussion</li> <li>• Two stakeholder opinion surveys, staff and parents.</li> <li>• Health &amp; Safety report from Charles Amies.</li> <li>• Two items of a governance nature – skills for post 6<sup>th</sup> form life and governor improvement plan.</li> <li>• PHB will cover Brooke Weston Key financial items.</li> </ul>		
<b>1.4</b>	<b>Minutes &amp; Matters Arising</b> 2.3 Action missing – 6 <sup>th</sup> item down – calendar of events to be sent out to governors.		PKI
<b>1.5</b>	<b>Correspondence</b> <ul style="list-style-type: none"> <li>• There were no declarations of interest.</li> <li>• The website is coming together and the landing page and home page has been agreed. Leaders will be given their areas of the website.</li> <li>• By the end of this academic year a new Brooke Weston Academy website will be launched. The new website feels very professional. Navigation has been improved. PKI will share the governor's page with PHB, there is a clear "contact governors" section.</li> <li>• Governors' newsletter, new signage, new governor's website. In PE some photographs are going up.</li> <li>• An action missing – new contact for governors and staff. Give feedback in staff survey.</li> <li>• SST will cover subjects that we have not performed as well in at another meeting.</li> <li>• Marcus Learoyd – we believed we had 75% of parent/carer email addresses but now have 85-90% and we are pushing to achieve 100%. BWA has a new MIS coming in soon and is asking the provider to update our information. BWA will emphasise with parents the importance of having an email address and will look into communicating with parents via an app which does not require an email. PHB suggested providing the online capability via the website for parents to update their contact details themselves. The MIS does not have this facility but the app does.</li> <li>• NSM – one university read every UCAS document. NSM and BWA Careers Advisor then proof read them. There were still a few errors and will ask English staff to QA. Having expert 6<sup>th</sup> form tutors is helpful but having same tutor all the way through is not the way forward. SUN – BWA has 30% of new students in so there is not so much continuity and it is a fresh start. Personal statements should reflect individuals and need to be mature. There has been a tradition that statements are done before other schools. There is not a great timeframe to get this done. The UCAS deadline is January. If the extra time results in better quality it would be a good idea.</li> <li>• John Hill – their education beforehand should enable them to write a better statement. Some career preparation for students has not been embedded as well as it should have been - writing skills and aspiration.</li> <li>• Leyton Smith – one of the things that has come through is that students do not have the experience to prepare themselves for what they want to do. PKI would like to see more confidence. NSM has transformed the 6<sup>th</sup> form and our Oxbridge programme is good.</li> </ul>		

1.6	<b>Declaration of Business Interests</b> None declared.	
1.7	<b>Student Safeguarding Matters</b> <ul style="list-style-type: none"> <li>Nothing urgent.</li> <li>BWA has a LAC pupil who has had a 10 day exclusion in order to activate the wrap around care.</li> </ul>	
<b>Brooke Weston Academy Business:</b>		
2.1	<p><b>BWA 2017/18 Pupil Progress &amp; Teaching Quality Assessment</b></p> <p>SST – will look at packs. Amount of data was quite extensive. Progress 8 can only really be known after results and prediction is a huge challenge.</p> <p><b>KS3 progress</b></p> <ul style="list-style-type: none"> <li>Looked at current data AP2 compared to target, where the previous cohort was at this time last year and where they ended up at the end of last year.</li> <li>Progress is very difficult to measure. There is Trust work going on to align all the Trust schools.</li> <li>Year 7 AP2 in comparison to 2016/17 is going well. Expected progress would be 3 levels of progress, more would be 4 levels. Target is 90% and 50%. AP2 and end of year data – at around about the same percentages. Years 7, 8, 9 not meeting targets but this is because of the change to 9-1. English and maths moved to 9-1 last year, others are moving this year. This year we are turning our attention back to KS3. We have a 90% target and have increased student care and have a Raising Standards Leader. Advert out this week for new RSL at KS3. Higher focus on SEN. PKI and staff are pleased with how year 7 are developing. Need to put more early intervention in place.</li> <li>On entrepreneurial day teams of 3 will think of an idea that will change the world. They will make a pitch and will make a prototype. They will end with a model. Two will be picked from each room to present and three teams will go onto the Trust final. The winning team get their idea turned into a story and it will be published as a book.</li> <li>There is a focus on year 7 and 9. Leyton Smith said these year groups can get “lost”. The enrichment group is just year 7. Range of enrichments offered e.g Russian for 8 weeks and D&amp;T have done some horticultural work. BWA will have their own allotment and will decide whether to push it into year 8.</li> <li>KS3 overall progress – 2016/17 AP2, there is hardly any difference to end of year target. It has been a hybrid year 9 and it will become a formal year 9 start to GCSE where they pick 3 subjects and drop one at the end.</li> </ul> <p><b>KS4 progress</b></p> <ul style="list-style-type: none"> <li>Year 10 AP2 is much more comparable as this was already on 9-1. Year 11 is very different. AP2 data from last year only had English and Maths at 9-1. It is almost not comparable in any kind of way.</li> <li>Progress is based on December data. There is a term and a half left and there is time to move attainment and progress. Next week the students will have mock results day. The students do a reflection task and the next day is parents’ evening. The next week they have Dai Jones coming in. He makes students visualise success. History are finishing and from now until the exams it will be revision – this is true of other subjects.</li> <li>PHB – English and maths have been through the changing grade. They have advice on how to manage this - what are our tactics and approach?</li> <li>English sat their mock this morning and have said they are more confident. Some pupils managed to complete the paper. From our perspective they have gone through the rigour of the mocks. MRR has done walking talking mocks.</li> <li>Year 11 – headlines – attainment figures are looking healthy. MFL is an uncertainty due to new 1-9. Specimen paper is incredibly hard. Fluent students are battling to gain a grade on that paper. Ebacc may be hit at grade 5+. In Ebacc we are 10 percentage points above national. It is still delivering a set of data we can be proud of and beats national.</li> </ul> <p><b>KS5</b></p> <ul style="list-style-type: none"> <li>We are performing really well with this year 12. It will be the first year on the new data. Nationally there is a massive concern about vocational courses due to large exam percentage.</li> <li>We got out results with a challenging curriculum. There were courses with 100% coursework. Suddenly students have had to sit a 50% exam course. Exam boards have backtracked and have issued a resit. A small number of our students do these courses.</li> <li>Year 12 headline figures – a lot of positivity compared to AP2 of last year. First time we have A* and first time we have two year course running. Predictions are likely to be higher. Green is positive. We have never had A* at year 12 before. Two things we are looking at is A* at all levels being low. This is vocational. Compared to last year 60% we are minus 7 percentage points. All students are taking 4 subjects and will drop 1. The 56% will increase. Year 12 – we have introduced a head of year 12. Also a part time administration assistant has been put into 6<sup>th</sup> form. NSM and PKI are using</li> </ul>	

	<p>that data. They have gone though all students who are underperforming. Critical students have dropped a subject and have intervention.</p> <ul style="list-style-type: none"> <li>Year 13 – gaps are due to vocational. A* is a concern, obviously at GCSE only. We need to look to see why we are 2 percentage points off. A*/ A/B – year on year we are improving data. They have done their mocks and PKI and NSM will meet every year 13. Maximising impact meetings with staff. Bugbear is unconditional offers and the percentage offered by university is increasing.</li> <li>PHB – we are just over 50% through the two years. Year 11 are doing everything PKI could want from staff and students. Small group of year 11 boys who are disengaged but being supported. Year 11s have buckled down a bit sooner than last year. Year 13 are really switched on. Mock results look like a healthy set of predictions. A lot are keen to meet with PKI to show how far they have come along.</li> <li>Pupils expect to do well. There can be a lot of anxiety because of expectations. For some students the mock results day will be done differently.</li> <li>Teaching and Learning – really big push has moved us up to 95%. RI have moved from 5 to 4 this year. One area that has slightly dipped is outstanding. We have done a lot of middle leader training. Have looked strongly at triangulating data. Directors of subject – this has been embraced.</li> <li>Staff context – English had a greater number observed. They have a lot of NQTs this year.</li> <li>Marcus Learoyd asked if data was made public – no. Staff want the number when they are observed.</li> <li>We have a young staff which is reflected in the salary. They have a lot of passion and energy. The staffing costs are low due to this.</li> <li>Observation strengths – how do we share all the outstanding things that staff do? RWN has a CPD programme around our school improvement areas. Have increased number of teacher days. RWN is leading lesson study.</li> <li>Brooke Weston is in national top 10% of schools. This includes all grammar schools etc. Locally we are second for progress 8. BWA do not do any ‘gaming’ subjects. If all our students did ECDL we would have been the top school in the county.</li> <li>A level compared to last year it is much better around progress.</li> </ul>	
2.2	<p><b>BWA 2017/18 Student Attendance &amp; Behaviour Assessment</b></p> <ul style="list-style-type: none"> <li>Attendance is above last term at 96.22%. Overall attendance is looking really high. PA has gone and our aim is 97% attendance. Year 11 is way up compared to last year. Year 9 and 10 is just below 96%. Sixteen emails went out to pupils with low attendance and 15 went up in the next four weeks. Parent contract meetings are being held before it goes to Martine Boyd, EWO.</li> <li>In regard to fixed term exclusions we are on track to match last years figure which is below the national average. We will exclude where we have to in order to maintain the standard. The 24 in 2015-16 were repeat offenders. Often it is young people doing something silly once. Parents are on the whole mortified and apologetic. There is now a new category – PLAC – previously looked after.</li> </ul>	
2.3	<p><b>“Pupil Premium” Progress Update</b></p> <ul style="list-style-type: none"> <li>On Performance Management document every single member of staff has a pupil premium and high ability student allocated to them. Students are coming out of PHF to attend other lessons. Lots of PiXI strategies.</li> <li>Persistent absence for PP students – we have increased student care and SEN team. More staff can communicate with parents. Student care have targets around persistent absentees. RSL also making telephone calls. Have a pupil premium mentor. Look at barriers to attendance and look at strategies to get students into the school. PHB - could we have PP gaps included, we have a duty to prove that we are closing the disadvantaged gap.</li> </ul>	
2.4	<p><b>Stakeholder Opinion Surveys</b></p> <p><b>2.3.1 Staff Survey</b></p> <ul style="list-style-type: none"> <li>The outcomes were positive.</li> <li>Job families – have come out really well despite this. This is standardisation of pay for all support staff across the Trust. There has been quite a reaction to job families. Most people have stayed the same or moved up.</li> <li>Results felt like a vote of confidence in leadership and team here. We work hard on professional learning for staff.</li> <li>Meeting different needs of students – we have done more than ever to meet the individual needs of students.</li> <li>Governors –could have been remiss not getting the governors into school and the role is not being communicated well enough. The only way to improve the figure is seeing governors more. Could do a short presentation so staff can understand the role of governors.</li> <li>Have the opportunity with a group of staff to talk through survey results. PKI is asked by Andrew to set up staff consultation group. PKI and PHB could get together to decide the next step.</li> <li>Question about “academy well led and managed and I know who to talk to – 88%”. We have</li> </ul>	

	<p>introduced proper line management and PM.</p> <ul style="list-style-type: none"> <li>The most disappointing result is the number of support staff would not be happy send their children here - 88%.</li> <li>Staff enjoy working here.</li> </ul> <p><b>2.2.3 Parents-Carers Survey</b> We have had over 100 responses which has increased but it is not complete yet. The way we communicated with parents should improve when we have the new MIS. The responses are on the whole positive. All results are over 93%. PKI is noticing less contact now than in his first year. The student care team are still having conversations and there are more people working with parents. Bullying has been positive too.</p>	
2.5	<p><b>BWA Strategic Direction</b> Will send this out.</p>	PKI
2.6	<ul style="list-style-type: none"> <li><b>Health &amp; Safety Report</b> Charles Amies volunteered to be H&amp;S governor and met with Shaun Houghton, buildings, last September. Risk and dimensions of risk were discussed. Third party access. PKI/SHO and Charles Amies are going to meet in the next few weeks. The Trust has asked a health and safety representative to do an audit of the building. He will come in to do an audit and will meet HoDs. He will walk the school. He will review our community use, risk assessment and look at the gym</li> <li>Invacuation –All the door locks and panic bolts will be fitted. There will be a “break glass” in key areas. There are also two industrial trauma kits being brought into school. We will teach the staff what to do but not tell the students. PHB - it gives emergency services the opportunity to get there. Radios will be placed in every office.</li> </ul>	
2.6	<ul style="list-style-type: none"> <li><b>Skills for Post-6<sup>th</sup> Form Life</b> Interviewed 122 students. NSM – feedback was positive. Negative feedback from November – personal statements were not completed on time. How do we improve the process – start the personal statement writing process earlier. More to help year 13 – more apprenticeships, CV writing and cover letter. Weetabix got in touch a couple of weeks ago and are looking at 4 apprenticeships. SCS did the same. It is about contacts. Asked what we could do for year 12 – any relevant work experience and connections.</li> <li>Marcus Learyod feels it was made easier this year because we had so many RS pairings. PKI said thank you so much for the time. Marcus did not have any no shows. Nina set expectations with students and prepared them more.</li> </ul>	
2.7	<p><b>Governor Improvement Plan</b></p> <ul style="list-style-type: none"> <li>Involved in newsletters – sent out between 800-900. Bespoke governors email address but no response – this was the first attempt.</li> <li>PKI feels the parents are saying they trust us.</li> <li>SUN suggested sending out via the text system next time</li> </ul>	
<b>Brooke Weston Trust Business</b>		
3.1	<p><b>BWT Academies – Key “News Items”</b></p> <ul style="list-style-type: none"> <li>TCA is no longer in a category.</li> <li>CTS have had a full Ofsted style review and came out as good in all areas. We intend to have full Ofsted style reviews for BWA and CBA.</li> <li>Beanfield and Peckover have been contacted by Dfe - Beanfield most improved and Peckover most effective. As far as Beanfield is concerned this is a massive improvement.</li> <li>GCSE exam change – changing from current to 9-1. It is difficult to predict progress and outcomes.</li> <li>Leadership changes – last time PST was just about to leave the Trust. New Executive Principal Anne Hill. PHB would like to meet her at some stage.</li> <li>Trust has initiated a development programme for middle leaders to give them training.</li> <li>License to run Teaching School has gone from PST to PKI. It is strictly monitored. Submitted to extend Teaching School to Wisbech at Peckover. We are waiting for a response.</li> <li>Single MIS has been procured for all schools in the Trust. This will be implemented in the March holiday.</li> <li>GDPR regulations – we have to be compliant by end of May. We are reviewing the progress towards becoming compliant. We will have to appoint a GPO.</li> <li>Finance report – budget and forecast for BWA is broadly balanced Income and expenditure down on 2016/17. In terms of 16/17 Trust delivered £250,000 up. For 17/18 deficit. £300 deficit includes spending 2.7 m on schools needing expertise across the Trust. There is a deficit but at this stage of the year it is not a concern as the Trust is well managed.</li> </ul>	

<b>Any Other Business:</b>		
<b>4.1</b>	<b>Any other Business items</b> None	
<b>4.2</b>	<b>Date of next Governors Meeting – Tuesday 1<sup>st</sup> May 2018 @ 15:45</b>	
<b>4.3</b>	<b>Meeting Assessment and Closed – Target 18:45</b>	

**Meeting closed: 18:45**

**Signed**.....

Phil Harris-Bridge  
Chair of Governors

**Date**.....