



<b>Part 1 MINUTES OF THE KEYSTONE ACADEMY LOCAL SUPPORT BOARD MEETING</b>	
<b>Date</b>	15 <sup>th</sup> December 2022 at 4.15pm
<b>Venue</b>	The Keystone Academy, Mount Pleasant Road, Shrewsbury SY1 3LP
<b>PRESENT</b>	<b>Belinda Logan (Chair)</b> <b>Steven Gray – Staff Governor</b> <b>Boyd Robinson – Parent Governor</b> <b>Tricia Slater – Parent Governor</b> <b>Rob Halsall – Chair of Trustees</b> <b>Helen Phillips – Director of Education</b> <b>Ali Bellaby – Headteacher</b> <b>Dan Blundred – Deputy Headteacher</b> <b>Jenine Rutter – Clerk</b>
<b>AGENDA ITEM 1</b>	<b>WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE</b>
	<p>The Chair (BL) welcomed all attendees to the meeting and explained that although there was only a small number of Governors in post at present, the aim was to grow the board throughout the year. 4-5 more Governors are planned, and link governor roles will also be developed when more Governors have been recruited. The Chair and the Headteacher asked other members if they could reach out to friends/colleagues regarding the Governor role.</p> <p>Each Governor and attendee introduced themselves.</p>
<b>AGENDA ITEM 2</b>	<b>DECLARATIONS AND CONFLICTS OF INTEREST</b>
	<p>BL reminded Governors of the need to declare a conflict of interest in any item on the agenda. Governors were also reminded of the need to complete an annual declaration of business interests which would be sent out for completion.</p> <p><b>ACTION – DECLARATIONS OF INTEREST FORMS TO BE SENT OUT - JR</b></p> <p>The Headteacher stated that there were two confidential items that were to be discussed as AOB that would require the Staff Governor and Deputy Headteacher to leave the meeting due to a conflict.</p>
<b>AGENDA ITEM 3</b>	<b>ITEMS FOR ANY OTHER BUSINESS</b>
	The Headteacher stated that there were two confidential items that were to be discussed as AOB.
<b>AGENDA ITEM 4</b>	<b>ROLE OF THE LSB</b>
	The Chair gave an overview of the role of the LSB:

	<ul style="list-style-type: none"> <li>• To oversee the staff / pupil performance process (although pay decisions will be made by Board of Trustees)</li> <li>• To oversee the academy's financial performance</li> <li>• Oversight of safeguarding (a safeguarding link governor will be appointed along with a SEND link governor)</li> <li>• To be responsible for setting the vision for the school and strategic oversight</li> </ul> <p>The Headteacher outlined plans to grow the board amongst the local community including local schools, such as the 3-18 Trust who will be opening Bowbrook Primary School next to our permanent site, and the local football team.</p> <p>Governors were reminded of the need to adhere to the Nolan Principles as part of their role, to ensure confidentiality at all times, and to be mindful of their specific role as parent or staff governor.</p> <p>There would be 1 formal meeting per term but there may be a need for additional informal meetings – possibly building or curriculum related.</p>
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AGENDA ITEM 5	GOVERNOR RECORDS AND USE OF GVO
	<p>RH gave an overview of GVO and how it will be used for our LSB – each Governor will have an account set up for them to be able to access all meeting documents. Although GVO is not being used to its full capacity at present, the system is being developed and Governors were reminded to keep a check on notifications from GVO for updates.</p> <p>The system can be used to read policies and make comments, and also to complete a skills audit which will be done later in the school year.</p> <p>RH also confirmed that school email addresses will be set up for each Governor to ensure GDPR is being adhered to.</p> <p><b>ACTION – EMAIL ADDRESSES AND GVO ACCOUNTS TO BE SET UP - JR</b></p>

AGENDA ITEM 6	GOVERNOR INDUCTION AND TRAINING
	<p>Mandatory training for Governors was outlined by BL / RH. BL confirmed that the majority of training was available on Educare with more very good training available on NGA. BL confirmed that accounts for both systems would be set up for Governors – <b>ACTION – EDUCARE AND NGA ACCOUNTS TO BE SET UP - JR / IA-G</b></p> <p>BL also confirmed that there was very good support across the Trust for Chairs or aspiring chairs which may be of interest going forward.</p>

AGENDA ITEM 7	HEADTEACHER'S REPORT
	<p>The Headteacher gave an overview of her report.</p> <p>Key headlines:</p> <ul style="list-style-type: none"> <li>• There has been a positive start to the term, although it has been hard work.</li> <li>• Transition for pupils has been vital. Transition arrangements for some pupils are still ongoing.</li> <li>• There has been a focus on upskilling staff to ensure a cohesive team.</li> <li>• Successes during the first half term include attendance, which has increased based on pupils' attendance during the previous year.</li> <li>• The cohort of pupils is growing faster than planned – school opened in September with 28 pupils and current numbers are 37. The plan was for 50 pupils by the end of the summer term but this is likely to happen earlier.</li> <li>• Approximately 65% of pupils have a diagnosis of autism.</li> </ul>

- Approximately 40% of pupils have speech, language and communication needs. The Academy is currently commissioning time with a Speech and Language Consultant and looking to increase this during the Spring Term.
- More than 50% of pupils are working below average on reading.
- Update on building work – there has been a delay to the new building and completion is now likely to be November 2023. This would therefore mean moving to the new site over the Christmas break. Governors will be updated when more information is known.

The Chair thanked the Headteacher for her comprehensive and informative report. BR agreed that it was very helpful and supportive.

The Chair confirmed that the level of information included in the report was sufficient to enable Governors to carry out their role of challenging and supporting the Headteacher.

RH reminded Governors that during their school visits, it is important to confirm that the information given in reports reflects what is happening in school, as they may be challenged by Ofsted during an inspection.

HP stated that other specialists may be invited to LSB meetings on occasion to give presentations on different elements that may be useful for Governors.

DB confirmed that behaviour strategies that have been introduced this term are developing and are being embedded. Behaviour/attendance/assessment information is held centrally on the academy's MIS (Arbor) to enable relevant staff to access data. TS stated that from her experience, Arbor doesn't currently work well for recording assessment data. DB confirmed we are investigating alternative systems and also communicating with Arbor to find out whether the system can be developed to work for our needs.

<b>AGENDA ITEM 8</b>	<b>SCHOOL PERFORMANCE</b>
	<p>The Headteacher confirmed that lesson observations have recently been carried out which have shown that the two main areas for development are Assessment and Learning Resources. During observations there was a focus on how teachers utilise other adults in the classroom. Primary trained teachers were able to use TAs more effectively than Secondary teachers, as they have prior experience of this.</p> <p>BR asked if there had been a plan to recruit staff from a variety of backgrounds? The Headteacher confirmed that there was a 'values' focus for staff recruitment and we therefore have some very experienced staff supporting other members of staff with less experience. For example, the mental health counsellor has lots of experience from other SEND settings and working with multi-agency teams and was therefore able to support other staff in school. Staff with prior experience from mainstream settings also have specific skills that can be shared.</p> <p>Following discussion regarding staff, the Headteacher confirmed that staff are all appointed with permanent contracts, but with robust 6-month probationary periods. A Governor asked about wellbeing support for staff, and Headteacher confirmed that it is a priority for the school and the Trust. Communication and staff training is key, and regular staff briefings are held. There is an open-door policy for staff to speak to the Headteacher about any concerns and any specific incidents are followed by a thorough de-brief. HP also confirmed that the Trust HR Manager was easily accessible for staff and was also in school regularly. Employee benefits package and health and wellbeing services were also made available to staff.</p> <p>The Headteacher confirmed that as a new school, there is a DFE requirement that monthly check in meetings are held. A DFE Education Expert will carry out a school</p>

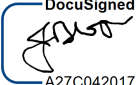
	<p>monitoring visit during the Spring term. A focus of this visit will be on future growth including post-16, which will also inform recruitment plans for specific subject staff.</p> <p>RH congratulated the Headteacher and staff for a fantastic first term.</p>
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AGENDA ITEM 9	FINANCE
	<p>RH confirmed that an overview of the Academy's financial performance is presented at each meeting. An up to date management report is produced and presented to Governors, and relevant questions answered.</p> <p>The Headteacher confirmed that the original budget set for the school was based on 3 different scenarios dependent on pupil numbers. Staff recruitment had also been carefully planned and budgeted to ensure consistency throughout the first year.</p> <p>RH confirmed that the Trust's Director of Business was always available to speak to Governors regarding finances and would usually be present at the LSB meetings to present financial information. RH also confirmed that the aim of the Trust is not to make money but to reinvest any surplus funds back into schools for expenditure on items such as staffing / vehicles / resources.</p> <p>BR stated that compared to previous experience as Governor of a mainstream primary school, it was refreshing to hear a different perspective on finances. BR stated his interest in liaising with the Director of Business in future.</p>

AGENDA ITEM 10	SCHOOL DEVELOPMENT PLAN AND SCHOOL EVALUATION
	<p>Governors were given a copy of the SDP for 2022-24. The Headteacher gave an overview of the 3 priorities - World Changing Education, Leading with Passion and Growing Our People.</p> <p>The Headteacher confirmed that our key areas are curriculum, quality of teaching and speech, language and communication needs. Keystone is aiming to be a communication friendly school and as this will involve all staff, the speech and language consultant is also working with staff as well as pupils.</p> <p>RH stated that it may be helpful for the LSB to consider appointing link Governors to specific areas of the SDP.</p>

AGENDA ITEM 11	POLICIES
	<p>Governors reviewed and approved the policy approval schedule that had been circulated prior to the meeting. It was requested that the review dates be added to the calendar on GVO to enable Governors to see an annual overview of approvals required.</p> <p><b>ACTION – Policy schedule to be added to GVO - JR</b></p>

<b>AGENDA ITEM 12</b>	<b>ANY OTHER BUSINESS</b>
	<p>A Governor asked whether they would be required to complete a DBS application? The Chair confirmed that this would be the case and that a link to complete the online application would be forwarded to Governors. There was also the opportunity to sign up for the DBS update service, but the cost for this would have to be met by individual Governors. <b>ACTION – Link to DBS application to be sent - JR</b></p> <p>The Chair also confirmed that an induction pack is currently being developed and would be sent to Governors. <b>ACTION – Induction pack to be sent - BL</b></p> <p>DB and SG left the meeting at 6.12pm due to the confidential items.</p>
	The meeting closed at 6.28pm.

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18-Apr-2023