

Minutes of the virtual Academy Committee Meeting of  
Westbridge Academy  
13 October 2022 at 1700

Name	Position	Attendance
Mitchell Broughton (MB)	Staff Governor	Present
Donal Daly (DD)	Head of School	Present
Vicky Harrison (VH)	Parent Governor	Present
Carina Saner (CofG)	Co-opted Governor, Chair	Present
Eve Warren (EW)	Co-opted Governor	Present
Oliver Williams (OW)	Co-opted Governor, Vice Chair	Present
Rosie Yorke (RY)	Co-opted Governor	Present
Miz Mann (MM)	Executive Head teacher	Present
Dawn Parish (C2G)	Governance Clerk	Present

Item	Minute	Action
<b>STEP First – We are all one team</b>		
1.	<p><b>Welcome and Update</b> (<i>people</i>)</p> <p>The Chair of Governors (CofG) opened the meeting and welcomed everyone.</p> <p>Governors consented to the virtual meeting being electronically recorded. This recording will be used by the Governance Team and deleted once the draft minutes are completed.</p> <p>CofG confirmed virtual meeting protocol e.g., mute microphones, wear headphones and ensure a confidential, quiet area.</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</b> (<i>people</i>)</p> <p>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</b> (<i>people/accountability/compliance</i>)</p> <p>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></p> <p>Governors noted the Board of Trustees update since Spring Term 2022.</p>	

5.	<p><b>Compass Priorities</b> Governors noted compass priorities for 2022-23.</p>	
STEP Way – We all agree to do things like this		
6.	<p><b>Governors Membership</b> Governors received nominations and elected Carina Saner as Chair for 2022-23.</p> <p>Governors nominated Oliver Williams as vice chair for 2022-23.</p> <p>Governors reviewed Lead Governor role which were unchanged for</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Standards</li> <li>• Stakeholders engagement</li> <li>• Wellbeing</li> </ul> <p>Fahmida Abdullah, newly elected parent Governor, is waiting for Trustee approval subject to satisfactory DBS check.</p> <p>The CofG continues recruitment for the Associate Governor Marketing &amp; Communications position and will be following up with a potential candidate who has been introduced through Governors For Schools. Governors noted the continued drive to increase the diversity of the board.</p> <p>There were no other Governors appointed to other roles.</p>	
7.	<p><b>Governance</b> Governors noted key changes from Keeping Safe in Education. Governors were encouraged to view the useful information on TTG.</p> <p>Governors reviewed the transparency report and agreed to complete the required sections on TTG by the end of the week.</p> <p>Governors agreed the Register of Interests to be uploaded to the school websites.</p> <p>Attendance for the academic year 2021-22 was reviewed and agreed.</p> <p>The programme of works for 2022-23 was agreed.</p> <p>Governors noted and agreed with the code of conduct as displayed on TTG.</p> <p>Governors reflected on their effectiveness as a committee and whether anything could be improved. Learning walks have proved to be very useful around the school and were considered a good opportunity to meet in person.</p> <p>Q: Are meetings going to continue to be virtual or are we moving to in-person?</p>	

	<p>A: Most of the AC think it is more convenient to be virtual – maybe once a year could be in person to help develop relationships. Governor Days are held in person. It was agreed that the July meeting would be in person.</p>	
8.	<p><b>Minutes</b></p> <p>Governors agreed and approved the minutes of the 20 July 2022 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>Governors noted the action points from the previous meeting have all been completed apart from 2 which is on-going.</p>	
9.	<p><b>Verbal Report from Head</b></p> <p>The Head highlighted that</p> <ul style="list-style-type: none"> <li>• There has been a positive start to the year – results show that pupils who are with the school the longest, do the best.</li> <li>• Pupils are building on existing work they have done and elaborating on their learning. Pupils are enjoying the new areas within the school</li> <li>• There are currently 166 pupils on roll – this is up from 160 this time last year. The numbers are still not as high as desired. 61% of pupils are PPG, 18% SEND, 3% have an EHCP and 50% are EAL.</li> <li>• Attendance is currently 91.9% which is slightly less than at the end of the year. Key factors are that two families took extended holidays (one holiday, one bereavement). The total number of pupils involved here was four. One pupil is on a reduced timetable and this has a negative affect on attendance due to the coding used.</li> <li>• All pupils who are PA are being closely monitored. PA is currently at 28%.</li> <li>• Two pupils are being off rolled as they moved to Egypt – Wandsworth LA will be in touch then they can be removed.</li> <li>• There have been no suspensions and no major behaviour issues – strong systems prevent this especially routines within the school.</li> <li>• All staff have had their safeguarding training, plus fortnightly scenarios (interspersed with anti-racism scenarios). Claire Majumdar gave training on unconscious bias.</li> <li>• Year 6 pupils went to Marchants Hill last year but will go to Kingswood this year with other schools in the Trust. The goal is for 100% take up for this and financial support may be possible.</li> <li>• With regards to Standards, WBA had the best year 6 SATS results on record.</li> <li>• There is a new experienced Year 2 teacher and they are doing really well.</li> <li>• The Year 2 phonics target is 50%</li> <li>• The Year 4 multiplication target is 78%. There are pupils who have been identified with gaps in their knowledge and support is in place.</li> <li>• WBA has an approachable leadership team, and the school has a great team overall.</li> </ul>	

	<ul style="list-style-type: none"> <li>With regards to Stakeholders, WBA had a coffee morning where it was discussed that there is a need to get a PTA together. Various fundraising ideas have been mentioned - the idea of 'Fun Friday' has arisen whereby things are sold to pupils. Staff cannot always do these things and it is important that parents can support staff /academy. Parents evenings are next week and chromebooks will be available for parents to complete the Parentview survey on. Wear It Pink will take place next week, Carols In The Square has been booked and pupils have been booked in to see Stick Man by Julia Donaldson at the theatre. There was a discussion about taking the Pupil Parliament to Wandsworth Food Bank but were told it was not appropriate for pupils to go. However, someone from the food bank will come into speak to pupils. Pupil Parliament pupils are very proactive within the school.</li> <li>Governor Day has been booked and is 16 November 2022 from 12:30 to view the wider curriculum, have lunch and see an assembly. <b>Action: SC2C to add to TTG</b></li> </ul> <p>Governors were invited to ask strategic questions.</p> <p>Q: Could we link the PTA to the three core themes of Westbridge e.g sustainability? Perhaps a Christmas jumper swap sale could be considered? A: Christmas jumper/Christmas lunch day is on 7 December – school will explore idea of a jumper swap sale with PTA.</p> <p>Q: At what stage is the AIP? A: This will be ready for next week and will be circulated, along with targets.</p> <p>The CofG thanked the Head for their report.</p>	1
10.	<p><b>RACE Charter Mark</b> Governors discussed next steps.</p>	
<b>STEP Up – We all succeed together</b>		
11.	<p><b>Chair’s Actions / Correspondences / Updates</b> The CofG reported no action had been taken on behalf of Governors and the Wandsworth training options email was circulated.</p>	
<b>STEP Ahead – We invest in our future</b>		
12.	<p><b>Governor Training</b> Governors noted the virtual STEP in-house training took place on 14 September 2022 and fed back.</p> <p>CofG joined Governors for Schools conference session on Attendance. It needs to be high on everyone’s radar and schools who do this well will say what their strategies are and know each child. Schools were encouraged to think particularly about making school accessible for ‘Hard to reach’ pupils.</p>	

	The next virtual STEP Governor Training is scheduled for 25 January 2023 6pm. Governors were invited to suggest future training focus areas. None were received.	
13.	<b>Future Meeting Dates</b> The next virtual Academy Committee meeting will be on 24 November 2022 at 5pm. The 22 March meeting will also be virtual at 5pm. The 5 July meeting will be hybrid if technology permits. <b>Action: SC2C to amend details of July meeting on TTG</b>	2
14.	<b>Any Other Business (people)</b> There were no items raised at the start of the meeting.	
15.	<b>Closure</b> There being no further business to discuss, the CofG closed the meeting at 18:15.	

Item	Action Points including questions for Governance / Executive Teams and Trustees	Owner
1.	Add Governor Day to TTG and send invites	SC2G
2.	Amend details of July meeting on TTG	SC2G

These minutes are a true and accurate account of the meeting.	
Name	Carina Saner
Senior Governance Clerk	Lynn Bruce
Date	2 November 2022