

Initial Governors' Meeting Notes  
03 October 2017

Present: Rolf Purvis (RPS), Mary Sanders (MSS), Jim Warwick (JWK),  
Rebecca Nicholson (RNN), Simon Prior (SPR), Jeanette Redding (JRG),  
Helen Richings (HRS), Steve Waters (SWS), Susie White (SWE)

Apologies received  
in advance: Sarah-Jane Napper (SNR), Andy Rayner (ARR) and Peter Burt (PBT)

1. The meeting commenced at 3.15 pm with introductions;
  - a. JWK represented Chesterton Educational Trust's (CET) Governor Body.
  - b. Until the Terms of Reference for the LGBs (Local Governing Body) are defined by CET, this is to be a shadow Board. Elections will take place imminently.
2. RPS explained the background of Downham Market Academy (DMA) joining CET, he also outlined the changes made thus far:
  - the need to improve students' achievements and
  - the focus throughout this year, eg:
    - lesson planning,
    - the transferring of resources between Chesterton Community College (CCC) and DMA
    - training requirements
    - learning walks
    - school monitoring: leaders dropping into lessons on an ad hoc basis
    - senior leadership members being visible throughout the Academy
    - celebrating success
3. RPS advised that behaviour is not the issue it was and that the data now compared favourably with that of CCC; there were signs of purpose in lessons and the new policy was being adhered to with a firm line being taken. The new Behaviour Procedure:
  - a. verbal warning given initially
  - b. if necessary, a behaviour conversation will then take place
  - c. after school detention to happen if no improvement is seen once the above procedure has been followed, and finally
  - d. student to be sent to the Isolation Room if there is still no progress

The new recognition system was explained; points are awarded to those going above and beyond expectations.

4. Students have:
  - a. Homework booklets - for parents to see, as well as reminding students of, the work required.
  - b. Feedback books, marked - complete with comments from teachers – within 10 days.  
These are checked by senior members of staff on a regular basis.
5. A significant amount of money has been invested in DMA already; improving décor and the use of the space available.
6. General Points:
  - a. HRS mentioned the timings of parental evenings: 5.00 pm being too early for some to attend. It was agreed that finding a time suitable for everyone would not be possible
  - b. SWE's daughter had noticed the changes around the Academy
  - c. Parental relationships are improving
  - d. The transition from primary to secondary school can be daunting hence, Year 7 students stay as a Year group, and are not split into House groups

- e. Discussion took place around merging with other community groups, ie: a local choir, Watlington Players, to build community relationships and skills
- f. SWS asked about hands on Governor involvement; he is a Duke of Edinburgh's Award Gold supervisor, he would be happy to conduct assemblies
- g. JRG questioned student council involvement, older students could advise teachers on how they felt teaching and learning could improve, from a student's point of view
- h. Improvements included new rules eg: queueing in the canteen

The meeting was closed with MSS suggesting:

- all thought about their commitment to a LGB with, possibly, termly meetings.
- one more meeting before Christmas – hopefully to include the CEO of CET- to discuss the election of staff, parents, etc and decide on a quorum.

The meeting closed at 4.30 pm

Post Meeting note

The next meeting will be held on **Thursday 7 December 2017** between 3.00 and 4.30 pm in the Head's Office.

This has been agreed as being a true record of the meeting

M Sanders  
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Chair of Governors

Date: 7/12/17.....