



MINUTES OF THE EXECUTIVE GROUP



Monday 28 November 2017

7pm

Venue: Conference Room

Chairman: Mr C Purdy

Trustees Present: Mrs J Binder
Mrs D Thomas
Mrs J McKinnell
Mr J Everard
Mr P Nagle
Mr C Wakefield (Principal)

Clerk: Mrs T Kent

Prior to the meeting, CWA had emailed the key documents and correspondence. CWA opened the meeting by thanking the Trustees for their time stating that he will go through the documents before taking the Trustees through to the 'War Wall'. CWA is happy to answer any questions as they arise throughout the meeting.

CWA distributed a paper titled 'Trustees Script for Ofsted 2016 – 2017' with bullet points and a step-by-step list to alleviate the pressure sometimes associated with an inspection. CWA expressed his disagreement of the late night, early morning approach to Ofsted visits and his wish that the expected visit should be business as usual and nothing out of the ordinary. CWA informed Trustees that he welcomes Ofsted visits and the scrutiny which is very much part of the process.

Key Documents:

The Faculty Raising Achievement Plan (RAP) is complete and RCR will refer to this during her meeting with HMI.

The School Evaluation Form (SEF) is almost complete and evidences Plume's current position and outlining the next steps. The SEF cross references with the Academy Development Plan (ADP). Identified objectives can be found on pages 3 – 7 of the ADP which are in turn cross referenced on the Ofsted Dashboard.

The Ofsted Framework has been RAGd to identify the progress made since the previous meeting. There is data to support the development in progress which KIP meetings should confirm.

AP: Hard copies of The School Inspection Handbook and documents to be posted to Executive Trustees.

CWA explained that the information from Ofsted explains what information is required by Inspectors for example, results, student numbers in Year Groups, entry to Universities.

Disadvantaged Focus

CWA informed Trustees that HMI would meet with them for approximately 45 minutes. One of the key points of their investigation will be PPG Expenditure including a breakdown of how the expenditure is distributed. KST is a very experienced lead for the Disadvantaged Focus at Plume and

all teaching staff are aware of the disadvantaged students in their classes. At the recent CPD session all disadvantaged student information was displayed and staff went around the displays updating student information. It must be recognised that this area has vastly improved since last year but is a working area. CWA has a list of case studies which can be discussed with Inspectors. However, it was noted that there are 14 students in particular who skew the Year 11 data.

AP: Student contextual data to be sent to Trustees

Single Central Register (SCR)

It was recognised that the SCR is the first area that inspectors will check on entry. It was agreed that a meeting between Paula Gibson, Director of HR (who will be in position from January) and Joan Binder, Safe Guarding Trustee will meet before the end of term to ensure that the SCR is updated.

AP: JBI to meet with PGI for a review of the SCR

War Wall

CWA and the Trustees moved to CWA's Office.

CWA explained the data which is clearly displayed, identifying key groups of students including vulnerable and disadvantaged. Staff across the Academy regularly update the information each week.

- Attendance is currently at 96.79% which is a continued improvement over the past five years.
- Fixed term exclusions are below the national average, however, it was recognised that the group of Year 11 boys affect the data. The majority of the year group work hard and achieve well.
- There are intervention lessons with a group of students in Maths which are working well.
- Mrs Everett, Director of Fambridge Road and CWA have finalised a mentoring programme.
- CWA expressed concern that the change of grading from letters to numbers could have an impact on results across the country stating that the national data does not correlate well. Although, it was recognised that Plume should be above the national average.
- It was noted that the current Year 10 cohort are high achievers and the current Year 7 cohort are doing exceptionally well.

Questions from Trustees

Mr Purdy asked about students who have been dropped from intervention groups

CWA replied that despite time, effort and funding being spent, a small group of students are not responding at the detriment of others. CWA stated that he is confident that Inspectors will recognise the good work at Plume for example, the vocational options that continue to work well.

Mr Everard asked about vocational options.

CWA explained that the vocational pathways at Plume are delivered through first class providers. Careful consideration is given to what will work for individual students. The ROQA Award provides recognised accreditation.

Additional information about Year 11 exam preparation

CWA showed Trustees one of the countdown boards which displays the number of days until Year 11 exams. Mr Stoneman, Head of Year 11, spoke to the Trustees about the year group, praising the way the students have matured during their time at Fambridge Road Campus. The pastoral structure with a Head of Year and Assistant Head of Year works well.

Strengths

CWA shared with Trustees that Plume Academy has been recognised as one of the top performing schools and that he genuinely believes that the Academy has been consistently good.

The Trustees agreed that the documents support the evidence to show this.

Mr Everard praised the work at Mill Road Campus stating that the campus is stronger than ever before.

The Year 7 surveys evidence a progress over the past years. CWA regularly visits all Headteachers of the local primary schools and is very much part of the community. Relationships have been built with groups such as Maldon Mud, Plume Library and Plume are Honorary Rotarians.

Preparation for Ofsted

Mrs Binder suggested having a prompt sheet with bullet points to provide evidence that Plume Academy has high aspirations.

CWA explained that the documents especially the SEF will answer all questions. The student numbers in Year 7, the Parliamentary Review and educational documents provide clear evidence linking to data.

CWA stated that 70% of Ofsted Inspectors are current Headteachers and teachers and reiterated that Plume's Disadvantaged cohort are currently not where they should be but it is clear that work is being done. Mrs Steele is leading on a two year plan and all staff are aware that Disadvantaged Focus is number one priority at Plume.

Faculty Leaders and Senior Leadership are prepared for Ofsted.

The numbers attending Parent Voice has grown and is now a strong open forum built on trust with no restriction on questions being asked. CWA will arrange a small group of parents/carers to meet with inspectors.

A staff questionnaire has been emailed out with the return date of 14 December. The responses will be collated and used as a comparison against the Ofsted questionnaires.

Thanks

The Trustees thanked CWA for the detailed information stating that they are confident that Plume Academy is in a position to meet with Ofsted Inspectors and they are fully equipped with the information to answer questions and demonstrate their understanding and knowledge of the Academy.

Close of meeting 7.40pm