

The Ark Federation - Local Governing Body Minutes – Part 1

Meeting:	3 -LGB	Date / Time:	1 st February 2018 at 6pm	Location:	All Saints School
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Attendees:	Initials	Director Role & Portfolio:
Gill McMenemy	GM	Vice Chair / Standards
Rebecca Porter	RP	Exec Head
Lesley Brown	LB	Pupil Groups Lead
Jeremy Trew	JT	Lead Christian Distinctiveness

Attendees:	Initials:	Director Role & Portfolio:
Callum Mitchell	CM	Deputy Safeguarding
Alex Hosking	AH	Lead – Finance
Ernie Stobbs	ES	Lead – H&S
Clive Robertson	CRob	

Apologies:	Initials	Reason:
Jean Smith	JS	Abroad
Lesley Webb	LW	Abroad
Rob Evans	RE	Family commitments

Absent without Apology:	Initials:

In Attendance:	Initials	
Carol Rapley	CR	Clerk

Minutes To:
MAT Board

Key: **Challenge** **Actions/Decision**

Min. No.	Actions & Decisions:	Owner:	Date Due:	Date Actioned:
1	Opening Prayer	JT		
2	Apologies & Business Interests and housekeeping			
2.1	Apologies recorded and sanctioned from Jean Smith, Lesley Webb and Rob Evans			
2.2	No conflicts of business interest recorded for items on the Agenda			
2.3	See AOB	GM		
3.	Minutes of the LGB meeting on 23rd November 23rd, 2017 Part 1 and 2 and consider matters arising not on the Agenda			
3.1	The Part 1 minutes were agreed and signed as a true record			
3.2	Matters arising – - Beer Blazer – Amanda Blackmore met Rachel Martin (MAT Finance) and this is now ringfenced for Beer use. CRob suggested that this should be followed up at the Governor Financial Workshop planned for March 14th - Foundation Governor for AS? RP reported that no one had come forward from the Newsletter advert so far	RP/CRob		

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	<ul style="list-style-type: none"> - RP advised that Ian Randall the MAT School Improvement Officer would attend the next LGB on March 15th - Add to Agenda - GM advised that the AS Friday Flyer is not reaching governors. RP to action - GM noted that Behaviour and Feedback and Marking Policies need to be on the next T&L Agenda 	CR RP CR		
3.3	The Part 2 minutes were agreed and signed as a true record			
3.4	No Matters Arising			
3.5	Summary Response from MAT noted			
4	Reporting and Monitoring			
4.1	Federation Development Plan (SIP), Leadership and Governance			
	<p>RP attended the MAT Leadership meeting on 29th January 2018 and will circulate notes to governors. The key issues raised were:</p> <ul style="list-style-type: none"> - Ofsted – now more supportive giving schools a 2 year window to tackle issues, if necessary, before completing the full inspection. - GDPR – high profile legislation coming into force on 25th May 2018 when schools must be compliant. Any data breaches need to be reported to the MAT who will decide whether to escalate them to ICO. Please note that this will be a time consuming exercise for Amanda Blackmore, School Business Manager. - Website review has taken place and no major issues were raised. Anna Vine at Beer admin manages the websites. - New Regional Schools Commissioner in post, Lisa Manall. - MAT has their accounts published on their website - PS financials – still many glitches that the MAT have yet to resolve. A new monthly reporting format that can be given to governors has been designed but cannot be produced until the system is running correctly. Governors would like this unsatisfactory situation raised with the MAT Board on the Summary Response Sheet given their concerns listed below. GM asked how other schools were managing their budgets? RP replied that everyone was frustrated. AH stated that this issue should be high on the Risk Register. RP explained that budgeting for next year is being delayed. JT asked if work was building up for Amanda Blackmore in the meantime? RP replied that this was the case and was a concern. CRob asked what the MAT timescale was for this? RP was awaiting information. - Ilfracombe Secondary is not joining the MAT as advised previously however St. Leonards and Plympton St. Mary schools are considering joining. - Two new Directors have been appointed to the MAT Board, one to manage HR and the other Legal. Names are not yet available. Leo Rodriques has left the MAT Board. - The management Response to the Internal Audits are required. These have been completed for approval at this meeting - Governor Training is being held by Brenda Steel and Jo Evans on March 3rd 2018. JS and CRob have places booked. 	CR		
4.2	T&L priorities - Teaching and Learning Committee January 18th 2018			
	<p>GM introduced the minutes and identified the following issues:</p> <ul style="list-style-type: none"> - Parental consultations – LB and RP will organise the questionnaire to parents of both schools to go home with pupil reports. - Safeguarding Policy – this is a MAT approved policy that was discussed by T&L however there were concerns that this policy dated September 2017 was based upon an old policy template dated 2016. There is a more up to date version dated April 2017 that has 			

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	<p>additional useful information and a flow chart for raising a concern included in the policy itself. Governors would like to know whether they can use the latest Devon Policy – question to the MAT Board. Safeguarding Policy to be added to the next T&L Agenda</p> <ul style="list-style-type: none"> - Ethos Groups – Beer met on January 17th 2018 and covered the new SIAMS framework and developed a draft Action Plan from ideas that have been generated over the past few months. A useful discussion on the Self-evaluation against the C of E vision for Education also took place. Ideas have been shared with Marie Perratt at AS, their RE Ethos co-ordinator. 	CR		
4.3	Resources Priorities – Resources committee 18th January 2018			
	<p>ES advised that the following policies were approved:</p> <ul style="list-style-type: none"> - Debt Recovery - Lone Working - Health and Safety <p>The Business Continuity Plan was also agreed.</p> <p>The Asset Management Plan was an evolving document to be fed into the budget planning process in early March.</p> <p>ES advised that the St. C's MAT Premises Working Group had agreed a strategy to allocate Working Capital across MAT schools.</p> <p>The catering contracts were being reviewed and Amanda Blackmore would be reporting back to the next Resources with 2 or 3 options for consideration.</p> <p>RP advised that the Governor Fund has been audited satisfactorily. CRob noted that it had been agreed that a list of current needs was being compiled for allocation by Resources committee.</p> <p>Lettings Policy has been reviewed this year however it will be placed on the Resources Agenda in the summer term to consider any changes before September uptake.</p> <p>Risk Registers – one for each school</p> <p>These had been compiled by AB based upon a MAT template and was circulated to governors beforehand.</p> <p>Governors would like to know whether the register can be adapted for local school use? – question to MAT Board</p> <p>AH felt that the register was unwieldy, containing too many small risks, high level risks would suffice. There were a few risk levels that could be revised. AH also felt that some of the mitigation measures had not been implemented therefore the residual risks were too low.</p> <p>CRob identified two areas that he felt required detailed discussion around risk. 1. The sensitivity on the budget of small changes in school pupil roll numbers. 2. We seem to be overloaded with projects - Are we wasting valuable resources on projects that are not required eg. parts of Edison? All these issues will be added to the next Resources Agenda.</p> <p>RP suggested that before the next Resources meeting each area on the Risk Register could be examined by a governor as follows to consider each score and mitigation measure plus is there anything missing?</p> <ul style="list-style-type: none"> - ES – Health and Safety – ES will review these as part of his school visits next week - AH – Finance and HR - CRob – Leadership and Governance 	CR	CR	CR
		ES	AH	CRob

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	- LB and CM – Safeguarding - JT – Christian distinctiveness and Ethos	LB/CM JT		
4.4	Headteacher’s Report			
	RP had circulated a report beforehand.			
	<p>Safeguarding: Level 2 training should be conducted bi annually therefore RP stated that the non-pupil day in January would be allocated to this training. January 2019 for diaries.</p> <p>Child Sexual Exploitation is the focus for school briefings this term. No incidents reported.</p> <p>Autism course – Nicky Levan has attended a 4 day course and has fed back to TA’s across schools. This has proved very useful.</p> <p>Achievement in all year groups in both schools is at least in line with national expectations especially in EYFS and Maths.</p> <p>Writing is a common theme for improvement across the MAT and subject leaders are meeting to discuss this. Rob Giffard is our Literacy lead.</p> <p>Maths is still a focus as identified in the School Improvement Plan</p> <p>Year 6 at AS is a group that could benefit from a different teaching approach following the NFER tests which provided a gap analysis for each pupil. GM suggested that this group was focused upon at the next T&L meeting.</p> <p>Attendance – One family has a Notice pending and the Local Authority will apply a fine for unauthorised absence.</p> <p>Roll – One child has left since Xmas to join their sibling at another school.</p> <p>Admissions: an application for a Year 1 and 4 child at Beer has been refused as each year group is over PAN.</p>	ALL CR/RP		
5.	Finance Regulations			
5.1	The Resources committee agreed the Finance Regulations for recommendation to LGB for approval. RP proposed approval, seconded by ES. Governors agreed unanimously to approve the Finance Regulations. These will be placed on the website	CR		
5.2	Admissions 2019/20			
	CR to chase this	CR		
6.	Governance			
6.1	<p>Governor Visits :</p> <p>JS has made 2 visits, one for an Act of Worship, one on Pupil Premium</p> <p>LB has made 2 visits, one for school lunch observations, one on pupil conferencing</p> <p>CRob has made one school visit for an Act of Worship</p> <p>These have been reviewed by RP and filed by CR</p>	CR/RP		
6.2	<p>Governor Training:</p> <p>CRob and GM attended the Diocese Leadership briefing – Strategic School Improvement Fund has £750k times 3 rounds of applications to fund Leadership, Maths and EYFS. Can we apply through a teaching school? RP advised that the MAT did not have any teaching schools.</p> <p>ES attended Effective Governance training and found it extremely useful in gaining an understanding of the governor role. Transparency and presenting challenge being two areas of importance in the role.</p>			

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	<p>CRob and JS will attend the MAT Governor Training on March 3rd. LB will attend a course on SEND on Feb 26th LW will attend Governor Induction on March 14th RE and CRob will attend Governor Induction on Feb 6th AH will attend a Governor Induction course as soon as practicable</p>	CR/AH		
7.	AOB			
	<p>GM raised an e mail that has been received from a parent regarding the budget for 2018/19. Governors discussed these concerns and decided to compile a response to include the following points:</p> <ul style="list-style-type: none"> - Pupil roll numbers make a huge impact on the budget each year - Nationally, all schools are tightening their budgets - The MAT offer additional free of charge services over and above those provided by DCC and have taken on centrally some costs which were previously paid by individual schools <p>RP asked governors to consider a request for unpaid leave for personal reasons. Governors approved this as long as the request is a one off, doesn't set a precedent and their time can be adequately covered.</p> <p>LB asked that the Attendance Policy be added to the next T&L Agenda</p> <p>AH expressed concern about the delay in the budget process. CRob advised that there was a Strategic Budget meeting with Amanda Blackmore on March 14th as agreed at the Resources meeting. This can be discussed further at that time.</p> <p>CR requested a photo and pen portrait from AH for the websites and school foyers</p>	<p>GM/CRob /RP</p> <p>RP</p> <p>CR</p> <p>AH</p>		
	Meeting Closed: 8.15pm			
	Date of next LGB – 15th March 2018 6pm at AS			
	Ian Randall (MAT SIP) to attend			

Signed..... Date.....

Mrs Jean Smith, Chair of Governors, The ARK Federation, part of St. Christopher's MAT