

The Ark Federation,
Part of St. Christopher's Multi Academy Trust
Meeting of the Local Governing Body
Wednesday 8th February 2017
6pm at All Saints School

Governor Attendees: Jean Smith (JS), Rick Dormer (RD), Gill McMenemy (GM), Jeremy Trew (JT)
Rebecca Porter (RP), Lesley Brown (LB), Ernie Stobbs (ES), Alex Hosking (AH), Callum Mitchell (CM)

Also attending: Carol Rapley (CR) Clerk

MINUTES

Subject	Lead
<p>1. <i>Welcome, introductions and opening prayer</i></p> <p>a) <i>To receive apologies for absence</i></p> <p>b) <i>To consider whether to sanction absences</i></p> <p>c) <i>To check any conflict of interest on Agenda items</i></p>	
<p>JS welcomed governors and JT opened the meeting with a prayer.</p> <p>a) Apology received from Lesley Webb</p> <p>b) Apology sanctioned</p> <p>c) No conflicts of interest</p>	JS/JT
<p>2. <i>To approve the Part 1 and 2 minutes of the LGB meeting held on 16th November 2016 and to consider any Matters arising not on this Agenda</i></p>	
<p>Part 1 of the minutes were approved and signed by JS</p> <p>Part 2 minutes were approved and signed by JS</p> <p>Matters arising from Part 1</p> <p>Item 4 – CR confirmed that all 3 websites are now hosted by Mark Porterhouse and Anna Vine is gradually populating them with information. All new policies are being sent to her after approval and a link to St. C's MAT website has been added.</p> <p>Admissions Policies for 3 years need to be on the website. All new governors will need to provide a photo and a pen portrait for the website to CR. Minutes of the LGB and committee meetings will also be added to the website.</p> <p>Item 8 – pay review for admin staff. A meeting was held in Nov 2016 between RP and RD and it was recommended that the grade of administrative staff should increase from grade C to D as they are performing that level. This would cost an extra £800 per year as the grade boundaries were small in financial terms. RP proposed that this should be agreed and back dated to September 2016. All governors agreed.</p> <p>Matters arising from Part 2</p> <p><i>AH asked for clarification about Edison costs?</i> RP explained that we were led to believe that Edison would cost £3k per year however it subsequently came to light that an additional cost for 4 development days and 2 network days were not included and these days meant the cost increased to £12k.</p> <p>However, RP has now been advised that the Edison contract can be terminated and revised. This academic year there will be a further 2 days in the Spring and Summer terms.</p> <p>From September 2017, the contract will be £3k plus 2 development days per year with an option to add more if needed. Currently the cost of development days is unknown. The network days will still take place but it may be that we look at a variety of other external validation partners, eg. Brad Murray SIP (School Improvement Partner), rather than only Edison advisors.</p> <p><i>RD asked whether Malcolm Hunt, the MAT (SIP) had visited?</i> RP advised that he was currently working with schools Requiring Improvement, so had not yet visited the Federation.</p>	<p>CR</p> <p>RP</p>

<p>3. <i>Chairman's business</i></p>	<p>JS</p>
<ul style="list-style-type: none"> - JS asked RP to organise a Staff Governor election. - Admissions: Applications have been received as follows: - 1. Beer - In year application for year 5 child to start in the Summer term. After discussion about the implications on class size, governors voted to refuse the application. 2. Beer - In year application for year 3 child. Governors agreed to refuse this application as Class is full. 3. All Saints - Applications for Year 3 and Reception were received but the parents subsequently withdrew the Year 3 application. 4. All Saints - A delayed entry reception application has been received for September 2017 from parents who feel that their child, who is summer born and has SEN requirements, would benefit from being held back a year. RP has sought advice; however no definitive answers were forthcoming about delayed entry. <p><i>Post meeting note: the delayed entry child would continue throughout their school education a year behind for all assessments rather than be assessed chronologically.</i></p> <p>JS asked if any governor had listened to the Better Governor Webinar. None had done so. <i>Post meeting note: video circulated to governors</i></p>	<p>RP</p>
<p>4. <i>To receive the minutes of the Resources committee meeting held on 25 January 2017 and consider any recommendations:</i></p> <ul style="list-style-type: none"> - <i>Financial Management update from RP</i> 	
<p>RD sent an e mail to RP following discussion at Resources committee about the lack of a single budget and monitoring system.</p> <p>RP has circulated a response to all governors updating them about the situation. Amanda Blackmore (AB), finance officer, will populate excel spreadsheets with the help of Rachel Martin (MAT finance officer) and Julie Croughton (MAT CFO) on February 21st.</p> <p>Following this, AB is confident that she can use the old financial system to produce monthly budget monitors for governors.</p> <p>Further to this, AB attended a training session this week and was very positive about the new software, PS financial systems, that the MAT will be using from September 2017. AB was also told that Federation will be required to have separate budgets for each school. This issue came from a recent audit. AB has asked for clarification as this will mean a lot of extra work in September, setting up two budgets rather than one on the new financial system. If this goes ahead, it will be necessary to manage AB's workload carefully for two weeks in September.</p> <p><i>AH asked whether the £28k underspend from the Local Authority had arrived yet and will it come to The Ark Federation or will the MAT retain this?</i></p> <p>RP assured governors that the funds would be returned to the Federation. However, any future funding may be held centrally by the MAT, but this has yet to be decided by the MAT Board.</p>	
<p>5. <i>To receive the minutes of the Teaching and Learning committee held on 25 January 2017 and consider any recommendation.</i></p>	
<p>GM reported that the minutes mainly dealt with Gill Kendrick's presentation about Edison Learning. RP felt that GK has been very supportive, bringing her knowledge as well as Edison systems, to the Federation. The new Achievement Teams are particularly beneficial.</p>	
<p>6. <i>To discuss and determine the roles and responsibilities for each governor and review membership of associated committees. These relate to the six areas detailed in the Draft LGB handbook, enclosed, also bearing in mind the five teams within Edison Learning. Teacher's will also be assigned to these teams.</i></p> <p><i>A separate note is attached to this Agenda listing these roles and the committees. Please refer to this and the Draft LGB Handbook for further detail.</i></p>	

<p>JS asked governors to decide upon 2 options;</p> <ul style="list-style-type: none"> - Portfolio Holder for each role reporting back to more frequent LGB meetings - Lead governors within committees reporting to LGB meetings <p>Governors held a long discussion about which option would be most efficient and effective for them.</p> <p>JS reported a conversation about a Federation in North Devon who had moved to Portfolio Holders and after a poor Ofsted, which identified a lack of challenge from governors to each portfolio holder, had moved back to committee structure.</p> <p>GM was concerned that there was too much duplication within the committee structure and this should be addressed in any new system.</p> <p>Governors agreed that, as we had several new governors, the option of a committee structure with lead governors for each role was best at present but this would be reviewed in September 2017. The LGB and committees would meet 6 times a year, prior to each St.C's MAT Board meeting.</p> <p>The roles and responsibilities of governors were discussed and agreed. Membership of each committee was also agreed and these are listed in the paper attached.</p> <p>New governors are placed with those more experienced and training for each role was to be arranged when a course arose.</p> <p>It was agreed that each lead governor will provide draft terms of reference and draft expectations from the role for the next LGB to agree together with Terms of Reference for each committee.</p> <p>JT mentioned a potential Foundation Governor with huge amount of relevant experience for the Foundation role at AS. JT will approach him and report back to LGB</p>	<p>All</p> <p>Lead Govs</p> <p>JT</p>
<p><i>7. To provide feedback from the course 'Strategic planning' held on January 25th 2017</i></p>	
<p>JS referred to the notes from the meeting that had been circulated with the minutes:-</p> <ul style="list-style-type: none"> - Governors should have a Strategic Plan, developed in consultation with parents and the local community. This should define our Vision in the medium and long term with links to our values and should be no longer than 3 pages. - The School Improvement Plan (SIP) should be RAG rated (Red/Amber /Green) and form part of each LGB meeting. Currently this is dealt with as part of the Head teacher's report however it does not cover the governor's section, see below - Governor's SIP with and Action Plan – this needs to be compiled, RAG rated and reviewed at LGB - Annual Management Plan for Governance defining work of the governors over a 3 year period and published on school websites - Governor Visits – these should be done at least once a term and recorded on a form. The form should include an area for Safeguarding comments. The completed form should be given to the Headteacher to read and sign, then given to the Clerk to send to all governors and file. The St. C's MAT Governor Visit policy is on Agenda item 10 below. <p>JS suggested a plan was required for completing this work. JS has templates for the Strategic Plan and will gladly work with another governor to draft one for circulation. This can be discussed at the next LGB – Agenda item</p> <p>Strap line – a new shorter strap line is needed for The Ark Federation, which can be used on all correspondence, Agendas, minutes etc. CM suggested asking the pupils in Year 6 for ideas. Agreed</p>	<p>JS/RP/ GM CR</p> <p>RP/LB/ CM</p>
<p><i>8. To receive and challenge the Head teacher's report on school performance</i></p>	
<p>GM praised RP for submitting the Safeguarding audit on time.</p> <p>RP reported that yesterday she had attended a DAF conference where it was suggested that a lead was needed for Domestic Violence. There is a new Child Protection Pathway which needs governor and staff training.</p> <p>RP has sent out a Staff Bulletin to update everyone on Safeguarding issues and to ensure that they all read the Handbook.</p> <p>RP raised the issue of school places in the Axminster area. Rob Giffard had attended a meeting and learnt that there were more housing developments planned in Axminster. The community primary school is being increased in size to a 45 pupil intake and the RC primary is planning to expand.</p>	

<p>A new school is being planned for the Millwey Rise area of Axminster to cater for the increased population, however it is envisaged that some children would apply to AS which has the capacity to expand when required.</p> <p>RP reported 24, 1st place applicants for Reception in September at AS and praised AS staff for being so welcoming and informative to prospective parents.</p> <p><i>AH asked why there were so many Year 5/6 children at AS in comparison with younger years?</i> LB responded that this seemed to be due to many parents moving their children to AS in KS2 either as they prefer the school or that they have moved into the area.</p> <p>RP stated that her main area for concern was poor attendance.</p> <p><i>AH asked how we compare with national and Devon rates?</i> RP replied that in Devon, the Education Welfare Officer (EWO) was involved when attendance dropped below 97%. This has been the case at Beer school for several years. There must also be 20 unauthorised absences before the EWO can ask for a meeting with parents.</p> <p><i>AH asked if there was a particular reason for absence?</i> RP said that it was not one thing alone, a combination of holidays, lateness, medical appointments, and sickness (sometimes for minor issues).</p>	
<p>9. <i>To receive a verbal report on Safeguarding</i></p>	
<p>GM advised that this was covered in the Head teacher's report, circulated under Item 8. RP will circulate the Staff Bulletin with the Safeguarding update to Governors.</p>	RP
<p>10. <i>Policies for approval by LGB:</i></p> <ul style="list-style-type: none"> - Attendance Policy - Curriculum - Sex and Relationships - Behaviour Policy - Intimate Care - Marking Policy and Code <p><i>Policies approved by MAT Board for adoption by LGB</i></p> <ul style="list-style-type: none"> -Confidentiality -Risk Management -Director and Governor Visits 	
<p>Policies for the LGB had been circulated with the Agenda and no amendments were required. All policies were approved and signed.</p> <p>The MAT policies were adopted by the LGB, however the Form for Governor Visits will be modified to include a question on Safeguarding Issues</p>	
<p>11. <i>Clerk's Housekeeping</i></p> <ul style="list-style-type: none"> - Website information from new governors - Code of Conduct for Governors - Register of Business Interests - Governor Skills Audit – circulated - Governor Training - Calendar of MAT Board meetings 2017 - Calendar of LGB and committee meetings 2016/17 <p>CR requested information from new governors for the website, pen portrait and photo</p> <p>CR asked that governor's check that they have completed the MAT Code of conduct.</p> <p>Governors who have e mailed their Register of Business Interests will need to sign and date their forms</p> <p>The combined skills audit has been circulated - areas for training will be addressed over time.</p> <p>Governor training sessions have been circulated however there is usually only one course per subject in Exeter per term.</p> <ul style="list-style-type: none"> - RP will circulate term dates for 2017/18 for governor approval - Calendar of meeting dates: dates were agreed and CR will circulate <p>Date of next meeting: LGB - Monday 13th March - 6pm at AS</p> <p>Resources and T&L Committees - Wed 1st March – times tba</p>	<p>All</p> <p>All</p> <p>All</p> <p>CR</p> <p>RP</p> <p>CR</p> <p>CR</p>

Signed.....Date.....
Mrs Jean Smith, Chair of governors