The Ark Federation,

Part of St. Christopher's Multi Academy Trust Meeting of the Local Governing Body Wednesday 10th May 2017 6pm at All Saints School

Governor Attendees: Jean Smith (JS), Gill McMenemy (GM), Rebecca Porter (RP), Ernie Stobbs (ES), Alex Hosking (AH), Callum Mitchell (CM)

Also attending: Carol Rapley (CR) Clerk

MINUTES

Item	Action	
Welcome, introductions and opening prayer		
a) To receive apologies for absence		
b) To consider whether to sanction absences		
c) To check any conflict of interest on Agenda items		
JS opened the meeting with a prayer		
a) Apologies received from Rick Dormor, Lesley Webb and Lesley Brown		
b) All apologies sanctioned		
c) No conflict of interest declared		
2. To approve the minutes of the LGB meeting held on 13 th March 2017 and to		
consider any Matters arising not on this Agenda.		
To receive the Board responses to Governor questions		
JS signed the minutes as accurate.		
Matters arising:		
Item 10 – Strategic Plan – Meeting set for 30 th March was postponed due to		
unforeseen events, however JS has looked carefully at the Governor input into the		
Federation Development Plan and is satisfied that all current issues are already		
encompassed in the plan. It was proposed that when the FDP is reviewed in		
September, RP would arrange a meeting to discuss future objectives for inclusion in		
the plan. This was agreed as the ideal way forward.		
GM pointed out that areas that could be included in the future FDP were Staff CPD		
over the next 3 years, growth of pupil numbers and another classroom at Beer. RP		
stated that the 3 year plan for premises should also be reviewed by governors.		
RP/GM/JS have a regular meeting set for am on Friday 16 th June.		
Board responses to Governor Questions:		
- Guidance on staff returning to work after maternity leave has not been very		
accessible from Michelmores. Gaining timely advice is still an issue. Refer this	CR	
issue to MAT Board		
- Subsequent advice from St. Christopher's MAT to the Federation has been that		
separate budgets for each school will be required from September 2017		
3. Chairman's business		
Correspondence		
New and co-opted governors		
Succession planning		
Correspondence		
- JS asked whether the schools were attending the 'Celebration Service' at St.		
Pauls Honiton on June 14 th at 10.30am? RP and CM discussed this and	СМ	
decided to take 6 children to the service.		
- The next MAT Leadership briefing has been re-scheduled for July 5 th 4-6pm		
which clashes with the next LGB. It was agreed that LGB would be reorganised		
for Thursday 6th July.		
New and co-opted governors		
- Clive Robertson has expressed an interest in becoming a Beer Foundation		
Governor. Clive has a wide range of skills that would be very useful to the	JS	
Governing Body and has time to dedicate to the Federation. RP and JS asked		
for support from the LGB for Beer PCC to be approached about nominating	CR	

Clive. The meeting agreed. CR to invite Clive to the next round of meetings. One Foundation Governor vacancy still exists JS informed governors that she had received notification from Rick Dormor that he would like to resign from the end of the summer term. He has been a governor and Chair of Resources for a considerable time and his work has been greatly appreciated. Succession Planning: JS informed the meeting that she would like to stand down as Chair over the next few CR months, at the very latest by the end of the next Academic year. Anyone who feels they would like to take on this role could work with Jean to learn the role. AH asked if there was any guidance about the role and CR agreed to send out a note about this to all governors. GM also said that she would like to stand down by the end of the next Academic year as she has also been a governor for a considerable time. RP expressed some concern about the loss of experienced governors and hoped that this could be phased to ensure continuity. AH thanked these governors for their hard work. 4. To receive a report on matters arising from the MAT presentation on 26th April 2017 - slides e-mailed to governors beforehand GM and RP attended this meeting: GM felt that the MAT was now on course for a period of stability with a complete team. GM gave a summary of information as listed below :-A new Governing Body Handbook will be issued for September 2017. All Minutes, Agendas and Headteacher Reports will be in a standard format. Property surveys will take place (these have already been done at AS and Beer) Health and Safety training is planned to clarify roles and responsibilities Budget workshops are planned Monthly Business Checklists are required (ARK federation praised as one of the few AB who are already returning these to the MAT) 2 Non-pupil days on 2018/19 must be standard across the MAT schools Data Gathering – MAT is using a virtual school database to compare across MAT schools and nationally Vision – MAT is developing a Vision. Strapline is 'Christ in all we do' Admin across the MAT is being re-structured. Should the MAT employ admin staff directly this cost will be removed from the school budget but the annual topslice per pupil paid to the MAT would inevitably rise to cover this cost. How much this topslice CR would be is a question that governors need to know soon to set the budgets. CR to ask Board Edison Learning – In 2019 the MAT will own the Intellectual Property Rights to use the Edison Processes as they wish, thus reducing costs to schools (apart from website charges) 5. To receive a report on the result of the brainstorming meeting to determine a Vision and a new strapline for the Ark Federation The LGB met on 27th April to brainstorm Aims, Visions and Straplines. This was based upon the qualities and skills that we wish for the children and where we see the school in 3 years' time. Staff had already given their suggestions. Parents will be consulted on this either via an Open Morning and/or on suggestion Boards in the playgrounds. The date for this is planned for after the SAT's have been completed. The favoured format for a strapline so far is one based on ARK, eg Achievement, Responsibility and Knowledge or Attitude Rewarded with Knowledge. CM to ask the children for their ideas. 6. To receive the minutes of the Resources committee meeting held on 27th April 2017 and consider any matters arising: - Financial Management update from RD/RP - Response to Internal Audit by St Kew Accountancy on 14th March with governor actions

- Governor Fund
- Staff structure Sept 2017

RD reported that Amanda Blackmore (AB), the School Business Manager, attended the Resources committee to explain and discuss the budget.

<u>Budget:</u>

The main item concerned the reduction of carry forward C/F which had previously been £25k and now has been adjusted to £10k. The reasons for this is a combination of increased staff insurance premiums and a lack of reconciliation of the payroll. A few staff have been on an incorrect pay grade and pension which should have been mapped into the background of the previous HCSS system. These additional cost amount to £25k, however by reducing costs elsewhere, a C/F of £10k remains. AH asked why we are paying such a high insurance premium and not looking elsewhere? RP explained that the current insurer still owed £14k for an outstanding claim and a further claim for maternity cover will be made in September. AB with RP's support decided that it would be prudent to remain with the current insurer this year until the claims were settled. AH asked if other quotes were less? RP said they were less but not significantly. The level of cover for staff absence at both schools is now the same at £180 per day.

AH suggested that the MAT could look at bulk procurement for insurance? Governors to ask Board.

RP provided governors with an update on the timescale for the 2017/18 budgets since the Resources meeting as follows; -

- 13th June Draft budget
- 30th June Agreed by LGB
- 8th July MAT Board meeting for budget approval

RP suggested that an LGB meeting on 21st June between committee meetings would be advisable for the LGB to approve the budget within the required timeframe. All agreed. CR to arrange and Agenda for this meeting.

From September, the School Budgets will be held centrally by the MAT which may have implications for any C/F.

Internal Audit:

The conclusion of the audit was 'financial resources are being effectively managed' A response to items identified is being prepared by AB and RP for the next Resources committee.

GM and JS asked why this had not been picked up by a previous audit? RP agreed that this should have been discovered at an earlier date.

RP advised that a new software package is being used by the MAT from September however training is not planned until mid-September, meaning that AB will be very busy during this time setting 2 school budgets.

Staff Structure for 2017/18

The structure for staff at Beer school was discussed and at a subsequent meeting with governors GM/JS and staff RP and Rob Evans it is suggested that the following staff structure is agreed to accommodate and capitalise on a 2 day week for RT returning from Maternity leave. *ES queried whether a 2 day week return was advisable?* JS and GM explained that initially, they had reservations about this, however after discussion with RP and RE a decision was made that these 2 days would suit the staff structure and the children, meaning Classes 1 and 2 both had a regular teacher for 4 days a week.

This structure also involves changing the contracted hours for 2 existing staff members GM and AH. Advice is urgently required from HR Michelmores about whether there is a need to advertise these posts. This must be done before half term. RP to investigate

Class 1 - 0.8 GM and 0.2 RT

Class 2 - 0.8 AH and 0.2 RT

Class 3 – 1.0 CS and 0.2 LB (team teaching - temporary contract for one year due to numbers)

Class 4 – 0.8 RE with release time for Head of School role 0.2, covered by LB

CR

CR

RP/AB

RP

AH asked whether RP was happy with the balance of Part Time and Full time teachers at Beer? RP said that there had always been a share of classes at Beer which has worked well in the past and there is no reason why this should not continue to be the case.

AH cited that he felt the need for medium term budgeting for staff salaries which he requested was acknowledged in the minutes.

All governors agreed the Beer Staff structure for September 2017

7.To receive the minutes of the Teaching and Learning committee held on 27th April 2017 and consider any matters arising:

- Governor Visits
- Ethos Groups
- Pupil Premium Statement
- Pupil Targets
- teacher observations
- AS parental consultations

GM referred governors to the draft minutes that had been circulated. The main items to note were:

- Parental consultation at AS had been poor and governors had discussed and agreed new ideas for reaching parents via the Class reps.
- Ethos Group meetings have been set for each school
- Pupil Targets have been set in line with National targets
- Governors have now completed forms for several visits. RP has looked at them and forwarded them to CR to file.
- Pupil Premium Statement was discussed and approved and will be placed on the websites
- Policies the MAT have advised that we use their current Safeguarding Policy with local contact information. They intend to review their policy in the Autumn. The T&L committee agreed the content and recommend LGB to approve the policy. Agreed

The SEND policy has not been approved at MAT level therefore the Federation policy has been updated with current contact information.

The Behaviour Policy has been updated to include a section on' Use of Reasonable Force'. Staff training in PIPS covers this.

8. To receive and challenge the Head teacher's report on school performance

RP had distributed the report beforehand. Key points are:

- Pupil data *JS asked what 'disadvantaged children' included*? RP explained that they were a combination of FSM, PPG, Service families, Adopted, CiC
- Attendance overall is 95.98% at AS and 94.9% for Beer. Both are below the targets but there are some back stories for absence that account for this.
- Attendance compared between Spring terms 2016 and 2017 (like for like) are improved. The MAT has asked for the comparisons to be like for like in future.
- Safeguarding Level 2 training was given to all staff and one governor on 18th April 2017 by Jonathan Galling who also conducted the Safeguarding Audit at both schools. Alterations for the completion of Safeguarding records which was highlighted by the Audit was also covered at the training sessions. New active and dormant files have been set up at each school.
- Passive Intervention and Preventative Strategies (PIPS) training was given to staff in 2 twilight sessions on 13th March and 20th March.
- Teaching and Learning numeracy and Literacy lesson visits undertaken at AS and Beer. Children more adept at talking about their learning. Good progress
- Pupil conferencing has taken place at both schools very successfully.
- New Pupil Progress meetings have been used to pin point children who require strategies to support improved performance.
- Premises work will take place at both schools as a result of the Building Survey by Jason Down (MAT). A principal contractor has been appointed and RP has circulated letters to governors about the work.
- RP advised that Amanda Blackmore had been appointed as the MAT lead for Procurement. This will have an impact on her time. Governors agreed that the

MAT Board should be asked how they envisage Business Managers to carry out their lead roles within the time they currently have available as they are already at capacity?	CR
9. To receive a verbal report on Safeguarding: - Feedback from Training sessions – LW - latest teacher training	
Safeguarding was discussed under Item 8. LW has attended 2 sessions of Safeguarding training and will report to the next round of committee meetings.	
10. Policies approved by MAT Board for adoption by LGB - Equalities Policy (previously Equal Opportunities) and the localised section for the Ark Federation - Safeguarding Policy	
These policies were discussed and approved under Item 7 above.	
 11. Clerk's Housekeeping Website information from governors – pen portraits and photos Governor Training updates Revised Local Governing Handbook for September 2017 	
CR asked for the outstanding photos and pen portraits to be sent as soon as possible for the websites ES and CM have asked to attend the twilight Governor Induction session at Torbay on June 13 th . CR to arrange.	
AH to let CR know if he can attend the Induction session at Plymouth on 20 th June	
Beer Blazer – 7 th May 2017 – A successful event organised by Staff, PTFA and Axe Valley runners made £ 2700 for the school. The PTFA held the catering profit from the event.	
Date of next LGB meeting: 5 th July 2017 at AS	

Signed	.Date
Mrs Jean Smith, Chair of Governors	