

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
<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 opened the meeting with a prayer</p> <p>a) Apologies received from Rick Dormor, Lesley Webb and Lesley Brown</p> <p>b) All apologies sanctioned</p> <p>c) No conflict of interest declared</p>	
<p>2. <i>To approve the minutes of the LGB meeting held on 13th March 2017 and to consider any Matters arising not on this Agenda.</i></p> <p><i>To receive the Board responses to Governor questions</i></p>	
<p>JS signed the minutes as accurate.</p> <p><u>Matters arising:</u></p> <p>Item 10 – Strategic Plan – Meeting set for 30th 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.</p> <p>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.</p> <p>RP/GM/JS have a regular meeting set for am on Friday 16th June.</p> <p><u>Board responses to Governor Questions:</u></p> <ul style="list-style-type: none"> - Guidance on staff returning to work after maternity leave has not been very accessible from Michelmores. <i>Gaining timely advice is still an issue. Refer this issue to MAT Board</i> - Subsequent advice from St. Christopher's MAT to the Federation has been that separate budgets for each school will be required from September 2017 	CR
<p>3. <i>Chairman's business</i></p> <ul style="list-style-type: none"> - <i>Correspondence</i> - <i>New and co-opted governors</i> - <i>Succession planning</i> 	
<p><u>Correspondence</u></p> <ul style="list-style-type: none"> - JS asked whether the schools were attending the 'Celebration Service' at St. Pauls Honiton on June 14th at 10.30am? RP and CM discussed this and decided to take 6 children to the service. - The next MAT Leadership briefing has been re-scheduled for July 5th 4-6pm which clashes with the next LGB. It was agreed that LGB would be reorganised for Thursday 6th July. 	CM
<p><u>New and co-opted governors</u></p> <ul style="list-style-type: none"> - 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 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 	JS CR

<p>- Governor Fund - Staff structure Sept 2017</p>	
<p>RD reported that Amanda Blackmore (AB), the School Business Manager, attended the Resources committee to explain and discuss the budget.</p> <p><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. <i>AH asked why we are paying such a high insurance premium and not looking elsewhere?</i> 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. <i>AH asked if other quotes were less?</i> 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. <i>AH suggested that the MAT could look at bulk procurement for insurance? Governors to ask Board.</i> RP provided governors with an update on the timescale for the 2017/18 budgets since the Resources meeting as follows; -</p> <ul style="list-style-type: none"> - 13th June Draft budget - 30th June Agreed by LGB - 8th July MAT Board meeting for budget approval <p>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.</p>	<p>CR</p> <p>CR</p>
<p><u>Internal Audit:</u> 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. <i>GM and JS asked why this had not been picked up by a previous audit?</i> 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.</p>	<p>RP/AB</p>
<p><u>Staff Structure for 2017/18</u> 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. <i>ES queried whether a 2 day week return was advisable?</i> 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</p>	<p>RP</p>

<p>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.</p> <p>AH cited that he felt the need for medium term budgeting for staff salaries which he requested was acknowledged in the minutes.</p> <p>All governors agreed the Beer Staff structure for September 2017</p>	
<p>7. To receive the minutes of the Teaching and Learning committee held on 27th April 2017 and consider any matters arising:</p> <ul style="list-style-type: none"> - Governor Visits - Ethos Groups - Pupil Premium Statement - Pupil Targets - teacher observations - AS parental consultations 	
<p>GM referred governors to the draft minutes that had been circulated. The main items to note were:</p> <ul style="list-style-type: none"> - 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 <p>The SEND policy has not been approved at MAT level therefore the Federation policy has been updated with current contact information.</p> <p>The Behaviour Policy has been updated to include a section on ' Use of Reasonable Force'. Staff training in PIPS covers this.</p>	
<p>8. To receive and challenge the Head teacher's report on school performance</p>	
<p>RP had distributed the report beforehand. Key points are:</p> <ul style="list-style-type: none"> - 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 	

<p>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?</p>	<p>CR</p>
<p>9. <i>To receive a verbal report on Safeguarding:</i> - <i>Feedback from Training sessions – LW</i> - <i>latest teacher training</i></p>	
<p>Safeguarding was discussed under Item 8. LW has attended 2 sessions of Safeguarding training and will report to the next round of committee meetings.</p>	
<p>10. <i>Policies approved by MAT Board for adoption by LGB</i> - <i>Equalities Policy (previously Equal Opportunities) and the localised section for the Ark Federation</i> - <i>Safeguarding Policy</i></p>	
<p>These policies were discussed and approved under Item 7 above.</p> <p>11. <i>Clerk's Housekeeping</i></p> <ul style="list-style-type: none"> - <i>Website information from governors – pen portraits and photos</i> - <i>Governor Training updates</i> - <i>Revised Local Governing Handbook for September 2017</i> <p>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 13th. CR to arrange. AH to let CR know if he can attend the Induction session at Plymouth on 20th June</p> <p>Beer Blazer – 7th 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.</p>	
<p>Date of next LGB meeting : 5th July 2017 at AS</p>	

SignedDate.....
Mrs Jean Smith, Chair of Governors