

# The Ark Federation - Local Governing Body Minutes – Part 1

Meeting:	2 -LGB	Date / Time:	23 <sup>rd</sup> November 2017 at 6pm	Location:	All Saints School
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Attendees:	Initials	Director Role & Portfolio:
Jean Smith	JS	Chair
Gill McMenemy	GM	Vice Chair / Standards
Rebecca Porter	RP	Exec Head
Lesley Brown	LB	Pupil Groups Lead

Attendees:	Initials:	Director Role & Portfolio:
Lesley Webb	LW	Safeguarding lead
Callum Mitchell	CM	Deputy Safeguarding
Rob Evans	RE	

Apologies:	Initials	Reason:
Alex Hosking	AH	Parental duties
Jeremy Trew	JT	Work committments

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	<b>Opening Prayer</b>	JS		
2	<b>Apologies &amp; Business Interests and housekeeping</b>			
2.1	Apologies recorded and sanctioned from Alex Hosking. Jeremy Trew emailed after the meeting to say his was delayed at work			
2.2	No conflicts of business interest recorded for items on the Agenda			
3.	<b>Minutes of the LGB Meeting held on 14<sup>th</sup> September 2017 and consider any Matters Arising not on the Agenda. Responses from MAT Board to summary questions</b>			
3.1	The minutes were agreed and signed as a true record			
3.2	Matters arising – -RP to advertise in Newsletter for Foundation Governor	RP		

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	- AOW grid to be distributed by RP	RP		
4	<b>Minutes of the Extraordinary LGB held on 18<sup>th</sup> October 2017, Part 1 and 2. Consider any matters arising</b>			
4.1	Part 1 minutes agreed and signed as a true record			
	Matters arising: - Potential application for YR 5 child in Beer did not materialise			
	Part 2 minutes agreed and signed as a true record			
5	<b>Report of Extraordinary LGB meeting held on 9<sup>th</sup> November 2017</b>			
5.1	Minutes agreed as Part 2 and signed as a true record			
	Matters arising: - AH raised a question by e mail about income from the Beer Blazer run and how it would be ringfenced for the school given that the MAT holds any carry forward. Governors felt sure that these funds were protected however a question will be sent to the MAT. AH suggested by e mail and governors agreed that he would brief the next Resources committee with any headline issues regarding the MAT financial status after their accounts are made public. JS suggested that a short statement about the impact of joining the MAT would form part of her Xmas newsletter to parents. All governors agreed that parents should be kept informed and that this was an ideal forum for this.			
6	<b>Local Governing Handbook</b>			
	JS identified 2 areas for completion: 1. Chair of Pay and Performance committee – Clive Robertson was proposed and agreed by the meeting. 2. Terms of office for each governor was missing – CR to expedite	CR CR		
7.	<b>Reporting and Monitoring</b>			
7.1	<b>Headteacher's Report – distributed beforehand</b> <b>Christian Distinctiveness</b> – the final format for the Self-evaluation is now available and the RE co-ordinators and RP will meet to complete this. Ethos Group meetings have been held in both schools including an Open Morning at Beer. This term's value is Friendship. <b>Local Area Hub Briefing</b> – EYFS GLD went down in Devon in 2017 and up nationally. Decrease in school readiness so cohort will be tracked. Yr1 Phonics – Devon raised above national Y2 Assessments – Devon went up on all measures although greater depth on writing and Maths are still below national levels. Y6 Assessments – Devon went up on all measures, Reading above, Writing in line and Maths below. Maths attainment a Devon wide issue Ofsted – now requirement to look at requirement across the whole curriculum. They are looking at two routes after a short inspection- a. If issues identified these will be reported and then Ofsted will return a year later to carry out a complete 2 day inspection. b. If no major issues are found then the short inspection will continue at the time. <b>Federation Development Plan</b> 9 KPI's have been developed. A list of Next Steps (planned actions) have been produced based upon these including : Maths assessment – the Puma (Pupils Understanding Maths) test provides a standardised score however an evaluation using a gap analysis such as White Rose maybe more appropriate. CRob asked is there was a MAT wide process? RP replied that there was a wide variety of assessment methods used across MAT schools.			

# The Ark Federation - Local Governing Body Minutes – Part 1

	<p>RP stated that the Marking and Feedback Policies need reviewing – Add to T&amp;L Agenda Behaviour Policy – the Use of Reasonable Behaviour section should also be added to the Use of Physical Restraint Policy – Agenda item Analysing School Performance (ASP) – Iain Randall will provide governor training. RP to contact Iain Randall for dates and times he is available. 6pm preferred by Governors</p> <p><b>School Targets</b> These are aspirational and achievable with a lot of hard work. CRob asked about the significance of the difference in the data. RP explained that for a difference to be significant there must be more than one pupil percentage difference eg At AS in KS2 there are 11 children who each represent 9%. CRob asked whether Ofsted take the same view? RP confirmed this was the case. GM asked whether Iain Randall had any input into targets? RP replied that he did not however he had discussed the progress of Pupil Premium children, developing a 4 year trajectory for these children to catch up where necessary.</p> <p><b>Number on Roll</b> There are 117 pupils at Beer and 108 at All Saints</p> <p><b>Attendance</b> RP stated that 8 children at AS and 17 at Beer had attendance below 90%. This includes authorised and unauthorised absence. In Beer there had been high levels of sickness as a bug had travelled through the school early in the Autumn term. CRob asked if the persistent absentees correlated with SEN children? RP replied that some are the same as they had associated medical conditions that created absences. After 10 days or 20 sessions of unauthorised absence the Education Welfare Officer (EWO) can progress these absences by sending a letter to families initially. CRob asked whether there was a policy for dealing with unauthorised absence for holidays etc? GM responded that there was an Attendance policy detailing the process. No process for fining parents was in place at present.</p> <p><b>Safeguarding</b> RP had attended a course called 'Operation Encompass' and would circulate details to governors. This was a scheme where the police inform schools of all domestic incidents so that the school can be sensitive in their treatment of the child/ren at school the following day. This goes live on November 27<sup>th</sup> 2017. One MASH referral was made in both AS and Beer.</p> <p><b>Resources Committee – draft minutes distributed beforehand</b> ES briefed governors – An internal audit identified that the Governor Fund needs to be audited as it contains school funds. AB to expedite. Asset Management Plan – ES is attending the next Working Group on 7<sup>th</sup> December to create a MAT wide plan which will prioritise work across all schools using a RAG rated process. This will be a transparent process so schools can see how their needs have been prioritised. RP and AB are producing an Ark Asset Management Plan A Risk Register is also being developed for the Ark Federation.</p>	<p>CR/RP CR RP</p> <p>RP</p> <p>AB</p>		
8	<b>Policies and Procedures</b>			

# The Ark Federation - Local Governing Body Minutes – Part 1



	SEN statement – LB explained that she had read the statement the MAT had sent out for consultation. Stuart Ridge is also looking at the paper and a joint response will be sent to the MAT.	LB		
	SEN policy needs updating	LB		
9	<b>Governance</b>			
	<b>Governor Visits</b> : JS explained that details of the Governor Visits can be found in the Local Governing Handbook and the Governor Visits Policy. CR to re- distribute the Governor Visits form. The AoW grid is being sent out and when a governor is available to attend, please send an e mail to the admin team. The AS Friday Flyer is not being sent to governors at present, this contains all future school events that governors could attend. Beer Flyer already sent to governors.	CR  RP		
9.2	<b>Training</b> : CRob attended a <b>Governor Update</b> session and reported back on these subjects: Closing the Gap for SEN and disadvantaged pupils Pupil Premium statement is now published and a nominated Governor is required. <u>Lesley Brown was nominated and agreed</u> ASP – new data analysis which governors are required to understand – see item 7 above Ofsted inspections - covered above in item 7 GDPR – new data protection regulations – May 2018 with heavy fines for any breach. A designated officer is required RE/ES/CM all attended the Diocese <b>Governor Induction</b> . The focus was on SIAMS and they felt they needed to attend the Babcock course to learn more about their roles and responsibilities. CR to organise CR attended a <b>Clerk's Update</b> : When re-appointment of governors take place, the chair will need to write an assessment of their effectiveness on the form. If Chair, then Vice chair/clerk will complete this section. Governor recruitment – all Babcock staff being encouraged to be governors and will receive training. They can be accessed through <a href="http://inspiringgovernance.org">inspiringgovernance.org</a> Governor Adverts can now include specific skills that are required. Governor Induction – process to be developed within the MAT. Admissions Process with MAT to be reviewed for next year. All governors need to sign that they have read the Code of Conduct, Keeping Children Safe in Education' and received Safeguarding level 1 training	LB  CR  CR		
	<b>Meeting Closed: 7.55pm</b>			
	<b>Date of next LGB – 1<sup>st</sup> February 2018 6pm at AS</b>			

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

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