

The Ark Federation - Local Governing Body Minutes – Part 1

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| Meeting: | 5 -LGB | Date / Time: | 10 th May 2018 at 6pm | Location: | AS |
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| Attendees: | Initials | Director Role & Portfolio: |
|-----------------|----------|----------------------------|
| Jean Smith | JS | Chair |
| Clive Robertson | CRob | |
| Rebecca Porter | RP | Exec Head |
| Lesley Webb | LW | Safeguarding lead |
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| Attendees: | Initials: | Director Role & Portfolio: |
|-----------------|-----------|----------------------------|
| Rob Evans | RE | |
| Callum Mitchell | CM | Deputy Safeguarding |
| Alex Hosking | AH | Lead – Finance |
| Ernie Stobbs | ES | Lead – H&S |
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| Apologies: | Initials | Reason: |
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| Absent without Apology: | Initials: |
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| In Attendance: | Initials | |
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| Carol Rapley | CR | Clerk |
| Amanda Blackmore | AB | School Business Manager |

| Minutes To: |
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| MAT Board |

Key: Challenge Actions/Decision

| Min. No. | Actions & Decisions: | Owner: | Date Due: | Date Actioned: |
|----------|--|--------|-----------|----------------|
| 1 | Opening Prayer | JS | | |
| 2 | Apologies & Business Interests and housekeeping | | | |
| 2.1 | No apologies received | | | |
| 2.2 | No conflicts of business interest recorded for items on the Agenda | | | |
| 2.3 | JS handed round a thankyou card from Gill McMenemy | | | |
| 2.4 | JS asked for nominations for Vice Chair. RE nominated Clive Robertson. This was seconded by LW. A vote was taken which was unanimously in favour. CRob accepted the position | CRob | | |
| 2.5 | JS circulated a document 'Parliamentary Review, A year in perspective' about Primary schools | | | |
| 2.6 | A letter about the grant for use of funds from the 'Healthy Pupil Sugar tax 'has been received from the MAT. A sum of £34k has been received by the MAT for allocation to any of the 15 MAT schools and each were invited to bid. LGB members agreed to bid for improvements to the kitchens in each school to allow their use for food technology. The PTFA are fundraising as well and approaching | | | |

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| | local companies for assistance. ES advised that he may be able to assist in provision of ex display kitchen cabinets. | ES | | |
| 3. | Minutes of the LGB meeting on 15th March 2018 and consider matters arising not on the Agenda | | | |
| 3.1 | The minutes were agreed and signed as a true record | JS | | |
| 3.2 | Matters arising – - AS Friday Newsletter – now received by governors - Pen portrait and photo of AH now on websites - Foundation Governor at AS – JS had spoken to Tracey Voysey who could not recommend anyone at AS Church. JS suggested writing to local businesses. Suggestions were Axminster Tools, Axminster solicitors, Vets, River Cottage, parish news and church newsletter. - RP suggested that a revised skills audit was needed before going out to businesses. This item is on this Agenda, item 7.4 - The Parent governor at AS is vacant and steps will be taken to fill this role | RP/CR CR RP | | |
| 3.3 | No questions were asked of the MAT Board at this time | | | |
| 4. | Minutes of the LGB meeting Part 2 and consider any Matters Arising | | | |
| 4.1 | The minutes were agreed as a true record | | | |
| 5 | Reporting and Monitoring | | | |
| 5.1 | Federation Development Plan (SIP), Leadership and Governance | | | |
| | <ul style="list-style-type: none"> - RP reported that the Leadership meeting referred to a Maths Audit of all MAT schools by June 11th - Karen Leach of St. Michaels school, as part of her qualification, is using the ARK schools as part of the course. The Action Plan that she will develop could be presented to governors at the next LGB. This was agreed if it was a concise presentation. Agenda item | CR/RP | | |
| 5.2 | T&L priorities - Teaching and Learning Committee 25th April 2018 | | | |
| | <p>RP reported the following:</p> <ul style="list-style-type: none"> - Parental consultation graphs will be added to the website - Marking and Feedback Policy is being discussed in both schools and will be finalised by the Heads of Schools, RE and RG. AS Ethos group met on 30th April 2018 when the final SIAMS inspection framework was discussed. A meeting between the 2 school RE co-ordinators, RP and JT will be arranged asap. Marie Perratt, the AS co-ordinator is leaving at the end of the summer term. - Beer Ethos group is meeting on Wednesday 16th May at 1.30pm. A small group was agreed, rather than the planned Open Morning, to discuss the detail of the SIAMS framework. - The data for each school was discussed, one issue raised was that Jeannette Savage from Babcock highlighted that the number of SEN children at AS is way below the National average and a review should take place. Iain Randall will assist in this review of the Case Study children with Stuart Ridge (ARK SEN). CROB asked what are Case Study pupils and are they correctly allocated? RP and JE explained that Case Study children are often those that have previously been SEN. JS asked numbers of Case Study pupils? <p>AS – SEN - 6 pupils and Case Study - 14 (5.6% SEN and 20% overall) Beer – SEN - 16 pupils and Case Study- 20 (13.6% SEN and 30% overall)</p> | AB RG/RE RP | | |

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| | <p><i>CRob was surprised at the percentage of these children in Beer and asked if this was similar nationally?</i> RE felt that this was the right level in his opinion.</p> <p><i>AH also queried these levels and whether this has an impact on the teaching?</i> RE explained that children are monitored all the time and these levels change as interventions are implemented. It is the normal way of continuous assessment within the schools.</p> <p>Maths is still the focus both in schools and MAT wide. RP and RE plan to visit St. Mathews in Plymouth who are using the 'Maths no Problem' system which supports the Shanghai approach which the ARK Federation are considering for purchase with Governor Funds.</p> <p>Safeguarding training Level 3 has been done by the admin staff which has proved very useful. PREVENT training for MTA's and Volunteers is being rolled out via an online course.</p> <p>JT advised that Safeguarding records need to be kept for longer than the 25 years. RP is exploring whether this is possible using CPOMMS. AB is looking at arranging for records to be scanned by Devon Records Office.</p> <ul style="list-style-type: none"> - Home School Agreement – RP advised this needs to be in line with GDPR before approval - Attendance policy was approved and placed on the websites - Uniform Policy – revised to include Gender non-specific uniform. - Headlice – agreed to use posters, leaflets and the website - Behaviour Policy – needs to include Ethos before approval - Collective Worship policy approved <p>Admissions: Several In-year applicants at Beer have been refused due to lack of space in the year following, ie as the child moves through the school there is not enough space in subsequent classes. RP advised that sometimes the Local Authority will overrule LGB and decide that the school must take the child or JS explained that parents can win a place on appeal. It is important that parents understand these circumstances that are beyond the control of the LGB.</p> <p>CRob expressed the need for a Strategic Plan for future growth at Beer. AH agreed and stated that forecasting should form the basis of this planning. JS highlighted that In-year applicants were unpredictable in number. AB explained that a pupil forecast for 10 years, inserting different pupil number scenarios and the impact upon the school is essential for the future. Marketing the school is also important. <i>Governors felt this should be the subject of a separate focussed meeting.</i></p> | <p>RP/RE</p> <p>RP AB</p> <p>RP</p> <p>CR/JS</p> | | |
| 5.3 | Resources Priorities – Resources committee 3rd May 2018 | | | |
| | <p>ES reported the following:</p> <ul style="list-style-type: none"> - The committee had considered options for a new Catering Contract. After discussion it was recommended that a new contract with Local Food Links, a not for profit organisation based in Bridport, is commenced from September 2018. AB advised that it was likely that the current contract could be terminated at the end of the Summer term, however one employee would need to be TUPE'd across if they wanted to remain employed as a server. Financially, this change will make a saving for AS. LGB agreed to | <p>AB</p> | | |

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| | <p>this course of action and RP will inform parents as soon as the contract is in place to encourage more take up of meals. Beer school would remain with their current school meal provider</p> <p>Capital Fund - £11k per school would be allocated mainly to IT upgrades and improvements.</p> <ul style="list-style-type: none"> - Governor Funds – these funds should be spent on School Improvements to benefit the children in both schools. LGB agreed to allocate some funds to retain a TA at AS for one year on a temporary contract for one day per week to support the increasing numbers at the school from September 2018. - The current budgets for both schools remain stable. - Draft Budgets 2018/19 – AB advised that these had been received favourably by the MAT however there were still some further revisions to be made before final submission on June 29th. - The 3-year budget for each school is being developed but figures will not be available until the new budgeting tool is available which should arrive next week. <p>MAT Policy for Managing Allegations and Staff Discipline was adopted</p> <ul style="list-style-type: none"> - The school reception intake at Beer for September 2018 is 8 children (PAN 18). Currently there are 117 children on roll at Beer. - The school reception intake for AS for September 2018 at AS is 20 (PAN 20). Currently there are 108 children on roll at AS - The AS Year 1 /2 teacher is leaving at the end of the Summer Term and the post is being advertised with shortlisting on May 16th at Beer pm and the interviews will take place at AS on May 21st am. JS, RP and Rob Giffard will interview. - Asset Management Plan – The 3-year budget will include a Premises Development Plan. Capital funds will be allocated to this plan. | <p>AB</p> <p>AB</p> | | |
| 5.4 | Headteacher's Report | | | |
| | RP had circulated a report beforehand. | | | |
| | <p>Main points raised were:</p> <ul style="list-style-type: none"> - Pupil Progress Meetings (PPM's) were introduced this year, the impact of these needs to be assessed. Monitoring sheets have been introduced to record the impact on each child to monitor how effective this has been. These sheets will also help inform new teachers about each child at the start of the next Academic year as children move through the school. CM added that children of all abilities are listed, not just those needing extra help. CRob asked whether all teachers embraced PPM as a strategy? <p>RE said that he believed that teacher can see the benefit of PPM, making the monitoring more rigorous. The system can be used across both schools for subject leaders to monitor and analyse progress in their subjects. RP added that Governors were welcome to examine this information too.</p> <ul style="list-style-type: none"> - Pupil conferencing is led by RP to gain feedback from children about their lessons. IR (MAT SIP) would like teachers to undertake pupil conferencing as well. RP was given 5 key questions that teachers should ask of children. CRob asked for an example question? <p>RP said 'Does the feedback I give you help your learning?' CRob asked whether children gave honest answers? RE and CM both assured him that children liked to give their views and certainly seemed to give honest answers.</p> | | | |

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| | <p>RP added that pupil questionnaires were also used which were anonymous.</p> <ul style="list-style-type: none"> - Attendance – AS had dropped slightly whereas Beer was stable. - <i>JS queried why there was less opportunity at AS for pupils to use reasoning in Maths?</i> RE stated that he had held an information session on non-pupil day and there had been a joint staff meeting on this topic. Monitoring is taking place. CM explained that it can be due to lack of evidence in their books rather than less opportunity. - <i>JS asked why Writing is low at both schools and how is this assessed?</i> RP felt this was due to cautious teacher assessment. | | | |
| 5.5 | Safeguarding | | | |
| | <p>LW met with RP and RE on 27th March to discuss the Safeguarding process and look at protocols. There was Bi-annual training from Jonathan Galling, the next session is on January 7th, 2019 and governors are welcome. The new CPOMMS system was explained to LW highlighting the need for staff to be trained in using the software. AB showed LW the Single Central Record which is the first thing that Ofsted look at during an Inspection. <i>ES asked whether DBS s renewed annually?</i> No, this only occurs when there has been a break in employment or if the Disqualification by Association status changes.</p> <p>CSE and e safety is the focus for this half term. No incidents have been reported. PREVENT is the focus for next half term.</p> <p>There is a half day audit in each school from Babcock due on June 8th.</p> | | | |
| 5.6 | GDPR 25th May 2018 | | | |
| | <p>AB explained that this was an important piece of legislation coming into effect on 25th May 2018. AB has undertaken an audit of data that is collected, how it is used, software used and the risks for each area.</p> <p>One of the main risk areas is the use of personal memory sticks which are not encrypted and if lost could cause a major breach. AB is providing encrypted memory sticks for all staff and governors if they are needed. Old sticks will be destroyed.</p> <p>Parents and pupils will be informed about how their data is used and detailed consent forms and privacy notices will be required to permit use of their data.</p> <p>Any data breach must be reported to the ICO within 72 hours, who will then assess the need to report this upwards depending upon the level of breach. The MAT takes ultimate responsibility for any breach and potential fine.</p> <p>All suppliers to the Federation must be GDPR compliant and AB is currently contacting all suppliers.</p> <p>Each piece of IT equipment used will require 2 layers of security, eg a fingerprint and password. The use of the Cloud will also aid protection by setting up secure areas for governors and staff etc</p> <p>AB will e mail a video explaining GDPR asking each governor to confirm that they have watched this.</p> <p>AB asked for a volunteer governor to undertake an oversight role. <i>JS agreed to do this.</i></p> <p>AB explained that the Federation needs to actively show that they are complying with GDPR and evidence will be required for an Ofsted inspection.</p> | AB | | JS |
| 7. | Governance | | | |
| 7.1 | <p>Governor Visits:</p> <p>LW made a Safeguarding visit, see 5.5 above for detail</p> | | | |
| 7.2 | <p>JS attended a MAT Governor Workshop on 28th April attended by 5 schools in the Exeter area.</p> | | | |

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| | <p>A key area highlighted at the workshop was the importance of a Governor’s Strategic Improvement Plan for 3 years. The Ark Federation have a SIP for one year and this should be projected for 3 years. It was agreed that a separate working group be established, led by CRob, to carry out a SWOT analysis looking at Strengths, Weaknesses, Opportunities and Threats which would be scored in order to develop an Action Plan to tackle future challenges.</p> <p>JS referred to a publication ‘Primary School Accountability in 2017’ which contained national scores for progress and standards which can be applied locally. Governors should ask how the pupil assessments were made when appropriate.</p> <p>JS stated the importance of governors asking ‘Critical Friend’ questions to the Head at LGB.</p> | CRob/RP/CR | | |
| 7.3 | <p>Governor Training: LW will attend a Safer Recruitment course as soon as one is available.</p> | LW/CR | | |
| 7.4 | CR will circulate the latest MAT skills audit for completion by half term | CR/ALL | | |
| 7. | AOB | | | |
| | None | | | |
| 8. | The meeting moved to Part 2 | | | |
| | Meeting Closed: 8.25pm | | | |
| | Date of next LGB – 28th June at 6pm | | | |

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

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