

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

Meeting:	1 -LGB	Date / Time:	13 <sup>th</sup> September 2018 at 6pm	Location:	AS
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Attendees:	Initials	Director Role & Portfolio:
Jean Smith	JS	Chair
Clive Robertson	CRob	Vice chair
Rebecca Porter	RP	Exec Head
Lesley Webb	LW	Safeguarding lead

Attendees:	Initials:	Director Role & Portfolio:
Callum Mitchell	CM	Deputy Safeguarding
Ernie Stobbs	ES	Lead – H&S

Apologies:	Initials	Reason:
Rob Evans	RE	Personal
Amanda Blackmore	AB	Personal
Alex Hosking	AH	Personal

Absent without Apology:	Initials:
Jeremy Trew	JT

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 sanctioned.			
2.2	Governor Attendance Form circulated and signed Governor Attendance at meetings 2017/18 had been circulated beforehand. <b>Governors agreed to this being placed on the websites</b> Form for Governor signature for agreeing to the Code of Conduct /Reading 'Keeping Children Safe in Education' Part 1 and undertaking Level 1 Safeguarding, was circulated and signed as appropriate Declaration of Business Interest – Deferred until next LGB – Agenda Item	CR CR		
2.3	No conflicts of business interest recorded for items on the Agenda			

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2.4	Correspondence – SODA received form the MAT and circulated to governors before the meeting. <b>All agreed to place this on the websites</b>	CR		
2.5	Governor Vacancies - letters to a list of companies have been sent.	CR		
2.6	<p>Dates of meetings for 2018/19 had been distributed however RP expressed a need to add two more LGB meeting dates during the year as there were times when all the business could not be covered in one meeting and additional items can arise that require governor input.</p> <p>These dates can be cancelled if the need does not arise. <b>After much discussion it was agreed that an additional LGB meeting between committee meetings would be held on Tuesday October 16<sup>th</sup> at Beer School .</b> This would be a convenient time to continue to progress the Governor 3 year Strategic Plan and receive a financial update. The structure of this meeting would be T&amp;L committee at 4.30pm, followed by LGB at 6pm and Resources to follow. The committee meetings would be short, mainly considering responsibilities for the year and any policy approval.</p> <p><b>One further LGB was agreed in 2019, on 7<sup>th</sup> February at Beer school at 6pm.</b></p> <p>Note. The date on the meeting planner circulated previously had an incorrect date for May. The correct date is Thursday 9<sup>th</sup> May. <b>CR will circulate an updated meeting schedule</b></p>	<p>All/CR</p> <p>CR</p>		
<b>3</b>	<b>Local Governing Body Appointments</b>			
3.1	<p>CR asked for nominations for Chair</p> <p>ES proposed Clive Robertson and this was seconded by LW. No other nominations were made.</p> <p><b>The meeting voted unanimously in favour of appointing Clive Robertson as Chair.</b></p> <p>Clive accepted this position on the proviso that he would require support from governors in areas that were not his strengths. Governors were happy to provide this support and felt that Clive would be an excellent Chair bringing his expertise to the role</p>			
3.2	<p>CRob asked for nominations for Vice Chair.</p> <p>RP proposed Jean Smith and this was seconded by LW</p> <p><b>The meeting voted unanimously in favour of appointing Jean Smith as Vice-Chair.</b></p> <p>Jean accepted this role stating that this would be for one year only as she intended to step down and resign at the end of the summer term 2019.</p> <p>CRob expressed an enormous vote of thanks to Jean. She has maintained stability through difficult times and her support and strength has been invaluable to both schools. Thankyou was echoed by all the governors at the meeting.</p>			
4.	<b>Minutes of the LGB meeting Part 1 on 28<sup>th</sup> June 2018 and consider matters arising not on the Agenda. Consider the Responses from the MAT Board to Summary questions</b>			

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4.1	The Part 1 minutes were agreed and signed as a true record	<b>CRob</b>		
4.2	<p>Matters arising –</p> <ul style="list-style-type: none"> <li>- Healthy Pupils Grant – <b>CRob asked whether this had been received and was included in the budget?</b> RP explained that the funds had already been allocated so they would have no impact on the budgets.</li> <li>- <b>Are ES contact details as Parent Governor on the AS Newsletter as well as the Beer Flyer?</b> ES is happy to cover both schools whilst there is a vacancy for a parent governor at AS. ES details to be added to the Newsletter</li> <li>- Beer Classroom – <b>CRob asked about the current position?</b> RP and JS explained that Richard Power had visited the school on 10<sup>th</sup> July and looked at the local birth-rate compared to the current PAN (Planned Admissions Number) for Reception. He did not think there was a case based on the birthrate within the catchment area, however the school has many out of area children and this could boost the numbers. He did however consider the potential for enlarging the Cabin with a corridor through Class 4 as a link.</li> </ul> <p>RP added that Julia Croughton, MAT, had written to say that currently their Capital funding was all committed but that a business plan should be compiled for future consideration.</p> <p>CRob suggested that a Resources Sub Group should be formed to analyse options for the next 3 years at Beer based on questions around intake such as:</p> <ul style="list-style-type: none"> <li>- <b>If the Reception intake is full, what is the impact on the budget?</b></li> <li>- <b>If the intake is lower what impact will each level have on the budget?</b></li> </ul> <p>A clear idea of these figures by January 2019 would help governors to determine how much more action on marketing should be taken and if a case for extra premises should be made.</p> <p>JS stated that Richard Power had suggested lowering the PAN at Beer from Sept 2020 as governors always have discretion to accept additional children.</p> <p><b>CRob asked whether AS requires a similar exercise?</b> RP advised that AB has mapped out the future scenario which highlights when expansion is needed. RP added that additional housing was being built in Axminster.</p> <p><b>ES agreed to organise a Resources Sub Group formed of ES/AH/AB and RP</b></p> <ul style="list-style-type: none"> <li>- Debtors and outstanding payments - AB to advise governors at next committee.</li> <li>- Food Links supplier at AS is working well. Food is good, and children love it.</li> </ul>	<b>CR/Hannah H</b>		
4.3	Summary responses from the MAT Board were noted.			
<b>5.</b>	<b>Minutes of the LGB meetings on 28<sup>th</sup> June and 5<sup>th</sup> July 2018 Part 2 and consider any Matters Arising</b>			
5.1	The Part 2 minutes from both meetings were agreed as a true record			
5.2	<p>Matters arising 5<sup>th</sup> July 2018</p> <ul style="list-style-type: none"> <li>- <b>CRob asked whether the budgets agreed on 12<sup>th</sup> July have been agreed by the MAT? It was agreed that CR would e mail AB for confirmation. This would be an Agenda item for the LGB on October 16<sup>th</sup></b></li> </ul>	<b>CR/AB</b>		

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<b>6</b>	<b>Reporting and Monitoring</b>			
6.1	Governor's Strategic 3 year Plan			
	<p>CRob referred Governors to the draft plan that had been taken directly from the SWOT exercise with governors, staff and parents and asked if anyone wished to amend any of the points listed?                      CM stated that he recognised many of the issues raised and felt that it was a useful piece of work.                      CRob explained that each action needs to be allocated to a lead and given a timescale. Governors agreed that they and the Senior Leadership team will be held to account for each issue allocated.                      RP has agreed to work on the 3 year plan adding responsibilities, timings and actions and this would be an item on the Agenda for October 16<sup>th</sup> and each LGB this year to discuss progress.</p> <p>CRob suggested forming a sub group working on publicity, marketing and promoting the ARK Federation. It was agreed that AB/Anna Vine and LW would form this sub group with LW being the governor link to LGB. In addition to this group, members of the Open Book group would be useful to help publicise and develop this. Lynne Bees, Jenny Ross and Gayle Chapple all live in the Beer community and could be approached. CR has contact details</p> <p>Financial information to parents - Governors agreed that RP/AB would draft a paragraph each term to send to parents with the Newsletter to generate understanding about school finances. This would include the Headline budget and ask for help from parents to generate numbers in future Reception classes to boost future finances. Any ideas for fundraising would also be welcome.                      RP and AB were tasked with drafting a paragraph on the budget for each school for discussion at the October 16<sup>th</sup> LGB.</p> <p>Governance – more governor visibility at events.                      It was agreed that a monitoring sheets are needed throughout the year.</p> <ol style="list-style-type: none"> <li>RP to send a list of school events to CR to compile a monitoring sheet so that a named governor is in attendance. Sheet to be ready for October 16<sup>th</sup> LGB</li> <li>Official Governor Visits – List of visits needed – once a term minimum</li> <li>Governor Training Log – CR to compile with help of governors</li> </ol>	<p>RP/CR</p> <p>LW/AB/Anna Vine</p> <p>AB/RP</p> <p>RP/CR</p>		
6.2	School Improvement Plan 2018/19			
	<p>RP is currently developing the SIP plan using some of the issues raised in the SWOT but focussing on the educational needs and performance of the schools over the next year.                      Monitoring and establishing subject leaders in each school are two issues to be included.                      The plan will be completed by RP after the school review which takes place on 26<sup>th</sup> September with Iain Randall (MAT) and circulated for the LGB meeting on October 16<sup>th</sup>.</p>	<p>RP</p> <p>CR</p>		
6.3	3 year budgets for AS and Beer			

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	This had been discussed earlier under item 4.2 matters arising and will be an Agenda item on October 16 <sup>th</sup> LGB	AB		
6.4	<b>Head Teacher's report</b>			
	<p>RP distributed a table of SAT's results for both schools for discussion. The headline is that both schools are in line with National levels. RP advised that there is a rising profile in Attainment and progress in general. At Beer school, progress was similar to last year however it has been noted that higher achievers at KS1 have not all converted to greater depth at KS2.</p> <p><b>LW asked whether the SATS changes have contributed to this result?</b> RP agreed that it was partly due to the changes as the level needed for Greater Depth is a higher level than previously. However, this reason would not be acceptable at an Ofsted inspection.</p> <p><b>CRob asked whether Beer results reflect the socio economic area?</b> RP advised that the progress results are slightly lower than expected for the socio-economic banding of Beer.</p> <p><b>CRob asked whether the changes to organisation of the Senior Leadership team will make a difference?</b> RP agreed that these changes would mean that monitoring at Beer will be more focussed on developing the more able to improve progress at KS2</p> <p><b>CRob asked what Ofsted would query about the Beer data?</b> RP explained that the data dashboard used would highlight the areas for focus by Ofsted at both schools. The above average scores for Reading at AS would be questioned and the KS2 progress at Beer would also be a focus.</p> <p>CM added that the Accelerated Reader scheme at AS may be attributed to good Reading SAT's results. RP will discuss these issues with Iain Randall and Jo Evans from the MAT at the School Reviews.</p>	RP		
6.5	<b>Safeguarding</b>			
	<p>Single Central Record is up to date. CPOMMS training for staff has taken place by Iain Randall. He will be holding the Safeguarding training session in January 2019 for staff and governors.</p> <p><b>LW will arrange a school visit in September</b></p> <p><b>LW to complete an online Safer Recruitment course. CR to facilitate</b></p>	All LW/RP CR/LW		
6.7	<b>GDPR 25<sup>th</sup> May 2018</b>			
	<p>AB had asked governors to complete an on line training course and confirm by e mail that they had done so.</p> <p><b>JT yet to let AB know when he has completed this.</b></p> <p>The school completed all GDPR requirements by the May deadline – privacy notices are now on the websites and in the foyers of both schools; new consent notices were sent out to all parents to complete and we have a new sign in system to ensure no personal data is visible. All classroom teachers now only have first names of children on display and regularly review both paper and computer data to ensure we are not retaining data for longer than necessary.</p> <p>We have an online system to report breaches, each member of staff have their own login. There was a breach reported from Beer last</p>	AB JT		

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	<p>term, after review by the MAT it was not felt necessary to report to the ICO and we have reviewed our processes to minimise the risk of this happening again.</p> <p>Our IT systems will be reviewed again prior to Christmas to ensure all teachers have access to the school servers from home, reducing the necessity of using memory sticks.</p>			
7	<p><b>Admissions Policies 2020/21</b></p> <p>After discussion, governors agreed the following:</p> <ul style="list-style-type: none"> <li>- to retain the PAN at 20 for All Saints school for the 2020/21 intake.</li> <li>- To reduce the PAN to 16 at Beer school for the 2020/21 intake (this number was considered high enough to retain financial stability if each class was full, however a more in depth analysis will be undertaken by the Resources Sub Group)</li> </ul> <p>The MAT will be advised accordingly</p>	CR		
8	<p><b>Governance</b></p>			
8.1	<p><b>Governor Visits</b></p> <p>To be arranged – see item 6.1 above</p>			
8.2	<p><b>Governor Workshop on Sat July 7th</b></p> <p>JS and CRob attended this workshop based upon 'Who is responsible for what?' Both governors felt the workshop was extremely useful and encouraged others to attend the next one.</p> <p>JS asked that the MAT be given feedback that a Saturday morning was not a good time for the workshop, 4pm on a weekday being far more preferable. CR to add this request to the Summary Sheet for the MAT</p>	JS/CRob		
8	<p><b>AOB</b></p> <p>RP made a request for an Agenda item to discuss the criteria for holiday authorisation. RP to draft a proposal and circulate for the next LGB on 16<sup>th</sup> October</p> <p>CR advised governors that a survey was being circulated from the MAT about training needs.</p> <p><b>Meeting Closed: 8.30pm</b></p> <p><b>Date of next LGB – 16<sup>th</sup> October 2018 at Beer at 6pm between committee meetings. These meetings are additional those on the meeting schedule circulated previously so please place the date in your diaries.</b></p>	RP CR/All All		

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

Mr Clive Robertson, Chair of Governors, The ARK Federation, part of St. Christopher's MAT