

The Ark Federation - Local Governing Body Minutes – Part 1

Meeting:	2 -LGB	Date / Time:	16 th October 2018 at 6pm	Location:	Beer
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Attendees:	Initials	Director Role & Portfolio:
Clive Robertson	CRob	Chair
Jean Smith	JS	Vice Chair
Rebecca Porter	RP	Exec Head
Lesley Webb	LW	Safeguarding lead
Rob Evans	RE	

Attendees:	Initials:	Director Role & Portfolio:
Alex Hosking	AH	Finance lead
Callum Mitchell	CM	Deputy Safeguarding
Jeremy Trew	JT	Ethos and Communication lead
Ernie Stobbs	ES	Lead – Premises, H&S

Apologies:	Initials	Reason:

Absent without Apology:	Initials:

In Attendance:	Initials	
Carol Rapley	CR	Clerk
Amanda Blackmore	AB	Business Manager

Minutes To:
MAT Board

Key: Challenge Actions/Decision

Min. No.	Actions & Decisions:	Owner:	Date Due:	Date Actioned:
1	Opening Prayer	JT		
2	Apologies & Business Interests and housekeeping			
2.1	No apologies	CRob		
2.2	No Conflict of Business interest recorded for items on the Agenda	CRob		
2.3	<u>Co-option of Callum Mitchell</u> Agreed	CRob		
2.4	<u>Declaration of Business Interests 2018/19</u> All governors signed their forms for 2018/19	All		
2.5	<u>Governors Code of Conduct 2018/19, Keeping Children Safe in Education and Level 1 Safeguarding training</u> All Governors signed the Code of Conduct, that they had read 'Keeping Children Safe in Education' and whether Level 1 Safeguarding	All		

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	training had been completed.			
2.6	<p><u>Correspondence – Planning Applications</u> Long Furlong site in Beer. A Planning application for 30 houses including affordable homes has been made. AB has registered the school's interest to ensure that sufficient S106 funding is included and that the perimeter fence is secured along the school boundary. JS advised the meeting that a large housing site in Colyton called Ceramtec, was of potential interest as the local school was full and had no space to expand. This application was also at the planning stage. CRob advised that this information should be considered by both Sub groups in terms of publicity and assessment of future pupil numbers. Agreed</p>	Sub groups		
2.7	<p><u>Governor Vacancies –</u> No responses had been received to the letters sent out to 8 companies. JS explained that a Foundation Governor and a Parent governor at AS were required. One suggestion was that ES become the Foundation Governor at AS, allowing Beer to appoint another Parent Governor. Another suggestion was that CM's wife could be the AS Parent governor. CR suggested signing up to Aspire, a website recommended by the MAT, which tries to locate governors with the required skills in the local area. This was agreed. CRob suggested that governors attending school events could approach interested parents and to do this they should attend Open days at each school. RP will provide CR the exact dates for Open Evenings at both schools to be added to the Event calendars It was agreed that all suggestions would be parked until the result from Aspire is reviewed.</p>	RP RP/CR		
2.8	<p><u>Term Dates 2019/20</u> AB handed out a proposal for term dates including Non pupil Days and Occasional days. Two Non pupil days have been set by the MAT, therefore 3 non pupil days and 2 occasional days have been added to the calendar by the school. All these days are attached to either the start or finish of a term or half term. One difference is that 2 consecutive non pupil days have been attached to the end of Autumn half term. After discussion, this calendar was agreed.</p>	AB		
3	Minutes of the LGB meeting held on 13th September 2018 and consider any matters arising NOT on the AGenda			
3.1	The minutes were agreed as a true record and signed by the Chair.			
3.2	<p>Matters arising:-</p> <ul style="list-style-type: none"> - The paragraph for parents has been delayed until after the Year End and monitoring reports were available. CRob was keen to expedite this as soon as possible and asked for a date? AB advised that it could be completed for the next meeting on 27th November. - RP advised that the discussion with Iain Randall (IR)(MAT) about data and performance was taking place this coming week so this would be an item on the next LGB Agenda. - LW carried out a safeguarding visit – Details were reported at T&L committee 	AB/RP/CR RP/CR		

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	<p>- RP had circulated a proposal for guidance on Leave of Absence in term time to be sent to parents and placed on the websites. <i>CRob felt that the content was clear, but a more detailed introduction may help?</i> RP replied that more detail was included in the Newsletters. <i>CRob asked whether we should state what the consequences are?</i> AB explained that the S2 form that parents are legally required to complete for term time absence contains these details. RP added that the LA would be the body that fines parents.</p> <p>JS suggested that 'Immediate Family' and 'close relatives' should be clarified and that Service personnel should be changed to Service parents.</p> <p>The guidance was agreed with these changes. RP will amend and place on the websites. This will be sent out to parents with the S2 forms when requested.</p>	RP/AV		
3.3	The meeting agreed to defer this item until next LGB	CR		
4.	Reporting and Monitoring			
4.2	<p><u>School Improvement Plan 2018-19</u></p> <p>RP had made a first draft of the School Improvement Plan for 2018-19.</p> <p>There strategic Objectives remain in place:</p> <ul style="list-style-type: none"> - High Quality Teaching and Learning - RP is meeting IR to discuss curriculum design - Assessment – gap analysis will be used towards raising levels of progress and attainment - Effective Leadership – focus on Subject leadership in each school <p>Many of the objectives have been taken from the Governor’s Strategic Plan. The SIP contains the detailed methodology of how these objectives will be achieved.</p> <p>RP will discuss the content of the SIP with the HOS, RE and RG, followed by a presentation to staff</p> <p><i>CRob asked whether the group of Standards governors could attend the presentation?</i></p> <p>RP felt this was a good idea to increase governor knowledge and raise their profile to staff.</p>	RP CRob/ES/AH		
4.3	<p><u>Year End figures 2017-18 and 3 year budgets for AS and Beer</u></p> <p>AB advised the meeting:</p> <ul style="list-style-type: none"> - an External audit last week went well. - October 29th – MAT training for Business Managers on new system - Year End figures will be ready by November - Management report to the MAT is required by November 7th - Budget submitted for 2018/19 was approved by the MAT - Several changes have occurred since then which will be reflected in the Budget monitors which will be ready for the next LGB on November 27th. AS will distribute financial reports as soon as they are ready 	AB		

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4.4	<p><u>Finance Sub Group</u> The meeting of this sub group has been deferred until financial figures are available. A sub group report will be prepared for the next Resources committee meeting on November 15th</p>	ES/AB/AH		
	<p><u>Publicity Sub group</u> AB reported that Anna Vine (AV) has been working on a leaflet. The advertisement for the Open Day at Beer has been given a high priority and distributed everywhere. LW suggested using social media, the Beer and Colyton Forums fed directly into those communities via Facebook Noticeboards. This was agreed if handled carefully ES suggested adding a Twitter handle onto the Newsletter LW had spoken to many local Beer residents clarifying the reason why In-year applications have been refused when the school needs to boost pupil numbers. It can be difficult to explain that children are needed in Reception class rather than above, where the problem of joint year classes can push the numbers too high. LW plans to meet AV to discuss publicity. CRob keen for the sub group to develop a clear Action Plan. This item will be added to the next Agenda.</p>	LW/AB/AV AB/AV LW/AV LW		
4.6	<p><u>Safeguarding</u> LW had made a Safeguarding visit which was reported in full at T&L committee. RP reminded governors about the Safeguarding Level 2 training on 7th January 2019. RP advised that a new MAT Safeguarding Policy had been issued and been adapted for both schools with the relevant contacts added. There was one outstanding query regarding Work Experience students in the schools which had been referred to the MAT. An answer was awaited. The Policy was adopted for each school subject to any amendment following the MAT response. AB advised that the Single Central Record was up to date.</p>	All RP		
4.7	<p><u>GDPR</u> AB advised that there had been one minor breach that had been reported. No further action was required.</p>			
5.	Policies			
5.1	<p><u>Suite of MAT HR policies</u> The MAT has approved a suite of HR policies which are on their website. AB advised that there were no changes from last year and CR would e mail these to governors for information. LGB agreed to adopt these policies</p>	CR		
6	Governance			
6.1	<p><u>Monitoring Sheets – School events</u> A list of events at both schools had been distributed. It was agreed that governors would attend a minimum of one event per term at one</p>	All		

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	of the schools. CR would co-ordinate this to ensure no duplication and to keep a record. It was agreed that CR would re-issue the events listing events most appropriate for governor attendance.	CR CR		
6.2	<u>Official governor visits</u> In their roles, governors agreed to visit or at least discuss their allotted area of responsibility with staff members once per term. A Governor Visit Form is required to be completed and sent to RP copied to CR after each visit.	All		
6.3	Governor Training Log CR asked each governor to e mail details of their training over the past 3 years.	All		
7	AOB JT confirmed that he had completed the online GDPR training.			
	Meeting Closed: 8.30pm			
	Date of next LGB – TUESDAY 27th November at All Saints at 6pm Committee meetings – November 15th at Beer 4.30pm for T&L and 6pm for Resources	All		

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

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