

The Ark Federation
 Part 1 of St. Christopher's Multi Academy Trust
 Minutes of the Local Governing Body meeting
 held on Wednesday 16th November 2016

Governor Attendees: Jean Smith (JS), Rick Dormer (RD), Gill McMenemy (GM), Jeremy Trew (JT), Nicky Levan (NL), Rebecca Porter (RP), Lesley Webb (LW), Lesley Brown (LB),

Also attending: Carol Rapley (CR) Clerk, Callum Mitchell (CM) observer, Alex Hosking (AH) observer, Mrs. Jo Evans (JE) Interim CEO St. C's MAT

<p>1. Welcome, introductions and opening prayer a) To receive apologies for absence b) To consider whether to sanction absences c) To check any conflict of interest on Agenda items</p>	<p>JS</p>
<p>JS welcomed everyone and JT opened the meeting with a prayer. a) Apologies received from Jan Robertson b) Absence sanctioned c) No conflicts of interest</p>	
<p>2. Local Governing Body – confirmation that Foundation Governors appointments have been approved by the Board. Appointment of Chair Appointment of Vice Chair Appointment of Co-opted governor – Callum Mitchell</p>	<p>JS</p>
<p>JE confirmed that the St. C's MAT Board approved the Foundation Governor Nominations for the Ark Federation at its meeting on Monday 14th November 2016 CR asked for nominations for Chair. GM nominated JS, seconded by RP. The nomination was unopposed and agreed by all governors. JS accepted the position with the proviso that it would be for one year whilst succession planning took place. JS nominated GM seconded by RP. All governors agreed unanimously to appoint GM as Vice Chair. JS proposed Callum Mitchell to be co-opted to the LGB. All governors agreed and CM was appointed. CR to send letter of appointment to CM</p>	<p>CR</p>
<p>3. Chairman's business – Welcome to Mrs Jo Evans - Correspondence</p>	
<p>JS welcomed JE to the meeting. Correspondence:- - JS advised that there had been several letters from St. C's MAT including the Board minutes from October and Newsletters for September and October. - RE Newsletter – agreed that copies be e-mailed to JR at Beer and Marie Perratt at AS, the RE leaders - Admissions – in year applications have been received for the following: Yr 5 and 6 at AS for Jan 2017 – Agreed to accept both as under PAN Yr 1 and 2 at Beer – Agreed to refuse applicants as both years are over PAN and there is already a waiting list Yr 3 at Beer – Agreed to refused applicant as there is already a Child in Care on the waiting list for this year. - Clarification has been received from Christina Mabin that the St. C's MAT is the Admissions Authority however the Federation will review the draft policies for each school and decision on Reception ranking and in year admissions. - A letter of welcome has been received from Dr Sean Sweeney, the Chair of the St. C's MAT - Policies can be accessed on the St. C's MAT website via a login – RP to provide login</p>	<p>CR</p>

<p>to CR</p> <ul style="list-style-type: none"> - A letter of resignation has been received from Mrs Alicia Gibbs and accepted by JS based on a phased exit. - DAG conference in Exeter on Sat 19th November – invitation from Leo Rodrigues, Vice Chair of St. C's MAT. 	RP
<p>4. To approve the minutes of the extraordinary governor's meeting held on 21st September 2016 and consider any Matters Arising not on this Agenda: -</p> <ul style="list-style-type: none"> - Websites – proposals for the future 	JS
<p>Minutes agreed as accurate and signed by JS.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> - Governor's Liability – JE confirmed that insurance covers them. - Administrative support – RP announced the appointment of Amanda Blackmore to replace Alicia Gibbs. Her current school governors have agreed to release her on 3rd January 2017. There will also be several dates for a handover before then and Rachel Martin (St. C's MAT) will spend a day with her in early January - A spreadsheet had been requested by RD, following the new single budget. RP assured RD that as soon as the new budget had been developed with Rachel Martin and agreed, RD would have sight of the spreadsheet on regular basis. - JE advised that a Director of Financial Operations is being appointed above Rachel Martin which would help free her time. - Open morning for Beer Ethos Group postponed until Spring 2017 . - Websites – A proposal to update, host and support the three websites was presented to the meeting by RP and CR. This would alleviate the problems that the Admin staff have experienced in trying to update the websites and include St. C's MAT logo in each header. JS asked that a contact e mail for the chair should be retained on the Ark Federation website. It was agreed that this would be via clerk@arkstcmat.org. The cost of this work would be £50 per site which is considerably less than the existing £90 per site for the current hosting. Mark Porthouse would also provide local support and updates if necessary at £26 per hour or part thereof. Governors agreed to approve the proposal. CR to advise Mark Porthouse 	<p>RP/RM</p> <p>RP</p> <p>RP</p> <p>CR</p>
<p>The meeting moved to Part 2 for the next Item</p>	
<p>5. Introduction to St. C's MAT</p> <ul style="list-style-type: none"> - Scheme of Delegated Authority - Articles of Association - New Budget, Grants and funding issues - Edison 	JE
<p>The meeting returned to Part 1</p> <p>Lesley Brown left the meeting at 7.30pm</p>	
<p>6. To determine the form of committees and role of each Governor</p> <ul style="list-style-type: none"> - Resources (including Pay and personnel), Teaching and Learning and Admissions 	JS
<p>Governors agreed the membership of the following committees:</p> <p><u>Teaching and Learning committee</u> GM / LB/ LW/ RP/JT</p> <p><u>Resources committee</u> RD/JS/JR/RP/CM</p> <p><u>Admissions</u> JS/GM/RD/JT/RP</p> <p>It was agreed that the Admissions Committee would meet between the two committees as required.</p>	CR

<p>The MAT Terms of Reference and Articles of Assn require a governor to lead on the following areas:</p> <ol style="list-style-type: none"> 1. SEND, Vulnerable Pupils and Safeguarding – LW 2. Community Relations, Communications, and Parental Engagement – JS 3. Finance and HR – RD 4. Premises, Health and Safety - Vacant 5. Curriculum and Christian Distinctiveness – JT/JR/GM 6. Leadership, Standards and School Improvement - RP <p>It was agreed that CR would provide a draft grid showing committee membership and roles for Governors for RP to add Staff links.</p>	
<p>7. To receive information on staff performance management from RP and agree recommendations</p>	
<p>RP proposed 2 staff grading changes: Beer - scale point M1 to M2 AS - scale point M4 to M5 Unanimous agreement from Governors</p>	
<p>8. To challenge the Head teacher's report on school performance</p>	
<p>The Head teacher's report had been e mailed to governors prior to the meeting.</p> <ul style="list-style-type: none"> - School roles: - AS 104 and Beer 125 (126 on census day) - Staff: - JR returning to Beer on a phased basis over 6 weeks. Hopefully, in 6 weeks' time JR will work 3 days per week. - Attendance: - Last term there was a focus on this by the Educational Welfare Officer (EWO) and RP has purchased some further support as this is not provided under the MAT. RP suggested retaining targets of 97% at AS and 96% at Beer. Agreed. - CPD – see details in Head Teacher's report - Federation Development Plan – Priorities have been updated, see HT report. - Pupil Achievement – The 2016 figures are not comparable with previous years due to changes in methodology. However, the KS1 and 2 results are favourably comparable with the National percentages in both schools. Low cohort numbers still skew some results. - Premises – AS Class 3 painted over October half term Beer – consider fence at top of grass bank to contain children Beer – anti slip noseings are in the process of being renewed. - Budget – This is being revised with the help of Suzette Barratt from Babcock. JE suggested that Rachel Martin could assist too. RP stated that a letter had been received from the Education Funding Authority (EFA) dated 25th October with a deadline of 6 weeks to complete a budget return forecast for 2016 – 17 (deadline Dec 6th) - A review of Admin staff has identified that both Grade C staff are performing Grade D jobs. This is because of additional responsibilities which will exacerbated by the imminent departure of the Bursar. Agreed to refer re-structuring of Admin staff to Resources committee 	<p>RP/AG</p> <p>RP</p>
<p>9. To receive a verbal report on Safeguarding</p>	
<p>MASH has been consulted for advice but the family has not yet met the threshold, however the</p>	<p>RP</p>

<p>school is giving support. An audit is due by the end of December 2016 RP and at least 2 members of staff have Level 3 training. Ofsted have advised schools to add two further columns to their central record: 1. Disqualification by Association and 2. Teacher prohibition check. There have been no e safety incidents in the schools</p>	
<p>10. To review the Accessibility Plans for each school</p>	RD
<p>RD has reviewed the Accessibility Plans for Beer and AS. These should be linked to the School Improvement Plans as the plans should be proactive rather than reactive. CR to update plans as agreed</p>	CR
<p>11. Clerk's Housekeeping</p> <ul style="list-style-type: none"> - Code of Conduct for Governors – please read beforehand - Register of Business Interests - Governor Skills Audit – please complete and return online - Clerk's Update – Diocese – feedback from Nov 15th - Governor Training - Calendar of LGB and committee meetings 2016/17 	
<p>CR asked for all governors to sign and return the Code of Conduct and complete the Register of Business Interests. Thank you to those who have already returned them. CR also asked for governors to complete the skills audit online and e mail by return. Clerk's update – Nov 15th at the Diocese. CR explained that all governors must attend either a Governor Induction if newly appointed or a CPD course to update their knowledge and skills if re-appointed. Kirsty Forbes, clerk to the St. C's Board is compiling schedule of Board dates for LGB's to link into and a Cycle of Business for the year. All new Foundation Governor Appointments will need to refer to the skills audit as a new section has been added to the nomination form. The Diocese offered an SLA for CPD, a copy to be circulated for a future meeting.</p>	<p>All</p> <p>All</p> <p>CR</p>
AOB	
<ul style="list-style-type: none"> - GM asked for the dates of the Christmas services. RP to e mail these to governors - RP referred to a request from a teacher at AS to reduce their hours temporarily from 2 days to 1 day per week. Cover for this day is available from the other Class teacher. Governors agreed to this temporary change, to reviewed next year. - LW asked for her absence at meetings between Jan 6th 2017 and the middle of March - noted 	<p>RP</p> <p>RP</p>
<p>Provisional dates for the committees – January 25th 2017 Provisional date for the LGB – February 8th 2017</p>	

Signed as accurate.....Date.....

Mrs J Smith, Chair of Governors