

**Minutes of Meeting number TB5 of the Trust Board held on Thursday 11<sup>th</sup> February 2016 at 4.00 p.m. in the Green Room at Iwade School**

**Present:** Mrs Angela Edwards (Chair), Mr. Alan Horton (Vice- chair), Mrs. Katrina Ware (KW) (Executive Principal – EP), Mr. Graeme Lloyd (GL,) and Mr. Karl Wiesmath (KWi).

**In attendance:** Dr. Graham Symon (Chair, Bobbing Village School), Mrs. Lois Hudson (LH) (School Principal, Bobbing Village School), Mr. Graeme Sampson (Chair, Iwade School), Mrs. Caroline Mariner (CM) (School Principal, Iwade School ), Mrs. Dee Stacey (DS) (School Business Manager – SBM)

**Clerk to the Trustees:** Mr. Martin Hydes

No.	Item/detail	Action
	<p>Trustees had received the following documents in advance of the meeting:</p> <ul style="list-style-type: none"> <li>• <i>Minutes of Trust Board 4 meeting on 11<sup>th</sup> December 2015</i></li> <li>• <i>Minutes of Bobbing LGB meeting on 25<sup>th</sup> January 2016</i></li> <li>• <i>Minutes of Iwade LGB meeting held on 1<sup>st</sup> February 2016</i></li> <li>• <i>Monitoring Visit Report (Community &amp; families, health and safety)</i></li> <li>• <i>Term 3 and 4 Actions</i></li> <li>• <i>Trust Board report from school business manager</i></li> <li>• <i>Internal monitoring report 1/9/15 – 31/12/15 UHY Hacker Young</i></li> <li>• <i>Management accounts (September 2015 – January 2016)</i></li> <li>• <i>Risk strategy schedule</i></li> <li>• <i>Primary Assessment Arrangements 2016 (Standards and Testing Agency)</i></li> <li>• <i>Primary school accountability in 2016 (DfE)</i></li> <li>• <i>Academy freedoms – Options on teachers’ terms and conditions (Judicium)</i></li> </ul> <p>Documents tabled at the meeting:</p> <ul style="list-style-type: none"> <li>• <i>Chair’s report</i></li> <li>• <i>Executive Principal’s Report</i></li> <li>• <i>Profile – Mrs Karen Pilgrim – proposed local governor</i></li> </ul>	
1.	<b>Welcome and Introduction</b>	
	The Chair welcomed all to the meeting and noted that the meeting was quorate. A particular welcome was extended to Mr. Graeme Sampson, the newly-appointed chair of Iwade School.	
2.	<b>Receive and Challenge Local Governing Body Reports from LGB Chairs and School Principals</b>	
2.1	<b>Bobbing Village School Minutes (25/1/16) and Report</b>	
2.1.1	<b>Monitoring programme</b>	
	<p>Trustees were informed of progress being made with the local governor monitoring programme including behaviour, assertive mentoring, British values and work scrutinies.</p> <p>Trustees noted that :</p> <ul style="list-style-type: none"> <li>• the behaviour policy was having a good impact in the classroom although lunchtime behaviour had seen incidents during term 2.</li> </ul>	

	<p>Revised staffing arrangements had been put in place to address the issues and a further monitoring visit was being planned to monitor their impact</p> <ul style="list-style-type: none"> <li>although children were showing awareness of the idea of British values, their understanding needed development. The local governor responsible would be extending the time taken to speak to children including what they had learnt from assemblies focussed on British values</li> <li>the comparative shortness of term 3 had led to a work scrutiny being deferred to term 4.</li> </ul> <p>The EP observed that attendance no longer needed close monitoring at the expense of other areas since the school was already rated outstanding.</p> <p>The EP noted that when speaking to children about a particular issue it was best practice to have a random sample than a pre-selected group.</p>	EP to advise Bobbing SP
<b>2.1.2</b>	<b>LGB membership</b>	
	Trustees noted the continuing expansion of the LGB with a staff governor (Mrs. Debbie Elliott) in the process of being appointed by the board and a forthcoming parent governor election. Trustees were informed that parents would be made aware of the skills set required to enhance the effectiveness of the governing body. Trustees recognized that an expanding governing body would facilitate the monitoring programme with each governor undertaking a specific role.	
<b>2.1.3</b>	<b>LGB meeting format</b>	
	Trustees enquired whether the current generic agenda was an appropriate tool for evaluating the work of a local governing body and suggested that using the school improvement plan as a template would be more appropriate. It was noted that an additional column for governor monitoring and evaluation had already been added to actions for terms 3 and 4. In discussion, trustees stressed that the SIP was central to the effective operation of the school and that monitoring and evaluation needed to be explicit in LGB minutes. Trustees asked that agendas should be revised accordingly.	EP/SPs/LGB Clerk March 2016
<b>2.2</b>	<b>Iwade Community School Minutes (1/2/16) and Report</b>	
<b>2.2.1</b>	<b>LGB membership</b>	
	Trustees noted that in addition to the new chair, a staff governor (Mrs Sarah Downes) was in the process of being appointed by the board and a parent governor election was being arranged. Trustees also noted that a further governor (Mrs. Karen Pilgrim) was in the process of being appointed. Mrs. Pilgrim had an extensive finance and accounting background in an educational context and would be replacing Mr. Matt Gale who was stepping aside from his local governor responsibilities due to increasing business commitments. All Iwade governors had now been allocated a specific monitoring responsibility (with the exception of EYFS)	
<b>2.2.2</b>	<b>Monitoring programme</b>	
	Trustees were informed of the progress being made with the local governor monitoring programme in respect of attendance and persistent absenteeism, behaviour, assertive mentoring and work scrutinies. Trustees noted that:	

	<ul style="list-style-type: none"> <li>• Attendance and persistent absenteeism were being effectively managed</li> <li>• There was evidence from children surveyed that they understood how the behaviour policy worked.</li> <li>• There was a variance between classroom and playground behaviour that merited further investigation</li> <li>• There was evidence from children sampled that they understood how the assertive mentoring scheme worked</li> <li>• SEN monitoring was planned for 5/2/16</li> <li>• A work scrutiny was planned for term 4.</li> </ul> <p>Trustees enquired as to why the role of the local authority with absenteeism had been raised and were advised that this was in respect of holiday requests.</p> <p>The EP confirmed that best practice was to randomly survey children rather than a pre-selected group.</p> <p>Trustees commented that activities such as work scrutinies should follow a triangulation process to verify findings.</p> <p>The EP advised trustees that further training on effective monitoring was being planned with a clear focus on its impact on the school.</p>	<p>EP/SPs On-going</p>
<p><b>2.2.3</b></p>	<p><b>Communication with parents</b></p>	
	<p>Trustees noted that there were concerns that some communications to parents were not arriving. Trustees asked that this be investigated and appropriate action taken.</p>	<p>EP/SPs March 2016</p>
<p><b>2.2.4</b></p>	<p><b>Principal's report</b></p>	
	<p>Trustees asked for clarification of the response to a governor's question about why the school's curriculum needed to be re-designed. The SP explained that this was to help new teachers understand the rationale behind the curriculum and its link to successful school activities such as WOW days.</p>	
	<p>The Chair thanked the school principals and LGB chairs of Bobbing and Iwade schools for their input into the work of the trust.</p>	
<p><b>2.3</b></p>	<p><b>Trust Board discussion</b></p>	
	<p>After questions and discussion the following points were noted:</p> <ul style="list-style-type: none"> <li>• There was evidence that both LGBs were developing in their role</li> <li>• Training needs had been identified e.g. with monitoring safeguarding procedures and teaching and learning.</li> <li>• The ability to challenge data was an essential prerequisite of effective governance</li> <li>• Those new to school governance had to be encouraged to see that their role was strategic rather than operational</li> </ul>	

	<ul style="list-style-type: none"> <li>Administrative issues with the LGBs needed to be addressed (see confidential section)</li> </ul>	
<b>3.</b>	<b>Apologies for Absence</b>	
	None.	
<b>4.</b>	<b>Declaration of Business Interests</b>	
	None	
<b>5.</b>	<b>Minutes of Meeting TB3 held on 11<sup>th</sup> December 2015</b>	
	<p>Trustees agreed that item 7.2 final paragraph should be amended as follows:</p> <p>Directors required a planned fire evacuation drill be conducted before the end of Term 2 to confirm the system was safe whilst the necessary work was investigated and carried out and also noted that a test was scheduled in Term 3 once the new building was in use.</p> <p>Trustees agreed that item 11 should be amended as follows:</p> <p>Trustees discussed the principle of a payment to the trust chair in the light of the responsibilities being undertaken but decided against doing so.</p> <p>Subject to these amendments the minutes were agreed as a true and accurate record and signed by the chair.</p>	Clerk
<b>6.</b>	<b>Matters Arising from the Minutes</b>	
	<b>None.</b>	
<b>7.</b>	<b>To Consider Executive Principal's Report</b>	
	<p>The EP reported as follows:</p> <p><b>1. Quality of Teaching and Learning across the Trust</b></p> <ul style="list-style-type: none"> <li>An increased percentage of lessons were graded outstanding (8/20 observations) as the result of the input of the assistant headteacher and the teaching and learning advisor working with individual teachers. Support had been put in place and targets set for improvement where this was appropriate.</li> </ul> <p>Trustees noted that teachers in one year group had been graded 2, 2 and 3 and asked whether this was cause for concern. The EP explained that the 3 had been given for a lesson which would have merited a 2 except for the fact that concepts had not been sufficiently developed.</p> <p>Trustees enquired whether notice was given of an observation and was advised that this was usually the day before.</p> <p><b>2. Targets and Milestones</b></p> <ul style="list-style-type: none"> <li>Data was being analysed to assess the impact of assertive mentoring and the extent to which pupils knew how to improve and were focussing their efforts on making the required changes.</li> <li>Documentation from the DfE on 'Primary school accountability in 2016 and from the S&amp;TA on 'Primary Assessment Arrangements for</li> </ul>	

	<p>2016' had been circulated to all trustees.</p> <p>Trustees noted that the an LGB member at Iwade school had enquired about the point at which the assertive mentoring scheme would be judged as effective and was advised that it was intended to trial the scheme for one year evaluating it throughout.</p> <p><b>3. SEN support</b></p> <ul style="list-style-type: none"> <li>• SEN support should be intensive and personalised to enable the child to be engaged in learning. Activities such as small group catch up or the filling of gaps due to absence or lack of progress was not considered to meet the criteria for SEN support. Consequently, the percentage of children on the SEN register would fall from 20.0% to 6.0%.</li> </ul> <p>Trustees enquired about the 14.0% of children now off the SEN register and were advised that children falling behind would continue to be tracked.</p> <p>Trustees asked about what the new percentage represented in numbers and were advised that the figure was between 2 and 3 children per class.</p> <p>Trustees were pleased to note that the practice at Timu was to check every child on a weekly basis – a characteristic of good/outstanding schools.</p> <p><b>4. Sponsor Academy Approval</b></p> <ul style="list-style-type: none"> <li>• The transformational model had been completed and would be e-mailed to trustees.</li> <li>• The board's responsibility was to "develop, produce and publish a document that clearly defines Timu Academy Trust strategy for the next three years".</li> </ul> <p>Trustees agreed that a working party should be convened to draw up a document.</p> <p><b>5. Site Management</b></p> <ul style="list-style-type: none"> <li>• The new building at Iwade was still only partially complete and a number of construction problems remained. It was anticipated that all work would be finished by 30<sup>th</sup> June 2016.</li> </ul> <p>Trustees asked for up-dates on progress towards the deadline at subsequent board meetings.</p> <p>Further to impending resignations and retirements in the site team two new caretakers had been appointed on 3 month contracts to ensure a smooth transition and effective re-structuring by the end of term 6.</p>	<p>Chair/EP March 2016</p> <p>EP TB meetings 6,7 and 8</p>
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	<p><b>6. Governance issues</b></p> <p><b>Safeguarding</b> All trustees and local governors were required to complete the safeguarding audit including checking the single central record (SCR) in order to assess the effectiveness of their schools in safeguarding procedures.</p> <p><b>Training</b> Gaps in governor training needed to be identified and followed up as appropriate with individual governors.</p> <p><b>Visits</b> Governor visits needed to be more carefully scheduled within each term.</p>	<p>Chair/Clerk March 2016</p> <p>Chair/Clerk March 2016</p> <p>Local chairs/SPs</p>
8.	<p><b>To Consider Chair's Report</b></p>	
	<p>The Chair reported on a range of issues in term 3 including:</p> <ul style="list-style-type: none"> <li>• Board and LGB membership</li> <li>• New staff</li> <li>• Iwade new build</li> <li>• Health and safety</li> <li>• Leadership and management of early years</li> <li>• Policy reviews</li> <li>• Attendance at Bobbing LGB meeting</li> <li>• Future growth plans for the trust</li> <li>• Performance review of EP and school principals focussed on personal impact</li> </ul> <p>Trustees confirmed that the matter of parental membership on LGB was being addressed and that parent governor elections were due to take place in term 4.</p> <p>Trustees confirmed that school leader reviews were held annually with a half-yearly review and that the recent reviews had had very positive outcomes.</p>	<p>Local chairs/LGB clerk</p>
9.	<p><b>To Consider Finance Report</b></p>	
	<p>Trustees considered the Finance Report, internal monitoring report from UHY Hacker Young for the four months ending 31<sup>st</sup> December 2015 and a management accounts report.</p> <p>Trustees noted that the DfE had acknowledged the “highly challenging” financial situation facing schools over the next few years and the likelihood that with rising pupil numbers per pupil funding would be reduced. Trustees acknowledged that some additional funding would be received as a result of the Sponsor Academy approval.</p> <p>Trustees asked for clarification of what constituted pupil-facing staff and were advised that this included teachers and teaching assistants. Trustees were also advised that the EP was on a teacher contract.</p>	

	<p>Trustees enquired as to why the average annual teacher cost at £42,556 was approximately £5k higher than the national average from the School Workforce Census (SWC). Trustees were advised the trust figure was higher than average because of the number of staff (including school leaders) who were at the top of their pay scales. The figure would fall as higher paid staff retired.</p> <p>Trustees asked about the potential financial impact of adding a new school to trust which did not currently have a headteacher. Trustees were informed that a possible scenario was that a senior leader from existing staff would move across on an “acting” basis.</p> <p>In respect of the management accounts, trustees asked about red ink figures and were advised that data was presented in this way on the assumption that all allocated funding would be spent (which might not be the case).</p> <p>Trustees asked what contingencies were in place in the event of a hypothetical 5.0% fall in funding and were advised that, given the high percentage of staff costs in operating the trust, staffing reductions would be a primary consideration.</p> <p>In respect of the UHY Hacker Young internal audit, trustees were concerned to note that the auditors had identified an instance where purchase limits controls had been exceeded without Finance Committee authorisation for the purchase of new school gates at Bobbing school. Trustees also noted that although procurement controls had been followed in obtaining 3 quotations only 2 could be located at the time of the audit. Trustee’s accepted the EP’s explanation of how the matters had occurred and asked that the correct protocols as set out in the finance manual be adhered to.</p> <p>Trustees discussed the matter of increasing charges for breakfast club and after-school sessions and how they were organised:</p> <ul style="list-style-type: none"> <li>• current charges were £3-50 for breakfast club and £6-50 to £8-50 (dependent on length of session) for after-school clubs</li> <li>• typical charges for after-school clubs ranged from £7-40 to £11-00.</li> <li>• staffing costs for running the activities were rising</li> <li>• pupils received a snack when attending</li> <li>• after-school activities were over-subscribed but Child Play was not</li> </ul> <p>Trustees agreed that the provision of after school clubs and activities was an important part of the trust school’s work in the local community but that their costing and operational procedures should be reviewed. It was noted that the trust was considering making this a leadership project for a member of staff.</p> <p>Trustees also agreed that letters of thanks from the chair acknowledging the work staff do with club activities should be sent out.</p>	<p>EP/SBM March 2016  Chair</p>
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	<i>DS left the meeting at 6.30 p.m.</i>	
10.	<b>To Consider Risk Assessment</b>	
	<p>Trustees discussed the trust's risk assessment schedule and noted a number of points as follows:</p> <ul style="list-style-type: none"> <li>• The schedule did not show steps taken to address risks e.g. Risk 2 Operational Risks 2.04 and 2.06</li> <li>• Some areas of risk did not appear e.g. social media, industrial action</li> </ul> <p>Trustees accepted the vice-Chair's offer to lead a seminar on risk assessment for the schools and trust.</p>	Vice-Chair on-going
11.	<b>To Approve Scheme of Governance a and Delegation</b>	
	Trustees confirmed that they had noted the solicitor's comments on the Scheme of Governance Management and Delegation and that they had been actioned as appropriate. A final version of the scheme had been published at the beginning of January.	
12.	<b>To Consider Trust Board/Local Governing Body Membership and Recruitment</b>	
	<p>See 2.1.2 and 2.2.1 above.</p> <p>The trust confirmed the appointment of local governors as follows:</p> <ul style="list-style-type: none"> <li>• Bobbing – Mrs Debbie Elliot (staff governor).</li> <li>• Iwade – Mrs Sarah Downes (staff governor) and Mrs. Karen Pilgrim</li> </ul> <p>Confirmation of the appointment of a new trustee (Mrs. Leah Goodwin ) was referred to members for ratification. In the meantime, Mrs (Leah Goodwin) would be invited to the next trust board meeting on 17<sup>th</sup> March as an observer.</p>	Clerk to process appointments
13.	<b>To Consider Governance Matters</b>	
13.1	<b>Governance Calendar</b>	
	Trustees noted that the date of the July board meeting had been changed to 13 <sup>th</sup> July 2016.	
14.	<b>Date of Next Meeting</b>	
	Thursday 17 <sup>th</sup> March 2016 at 4.00 p.m. Iwade School.	
15.	<b>Any Other Business</b>	
	Trustees noted that an exclusion panel would need to be re-convened at the start of term 4.	Chair/EP/Clerk
16.	<b>To Consider Confidentiality and Publication of Minutes</b>	
	See Confidential section	

Signed \_\_\_\_\_

Date \_\_\_\_\_

