

**Minutes of Meeting number TB6 of the Trust Board held on Thursday 17<sup>th</sup> March 2016 at 4.00 p.m. in the Green Room at Iwade School**

**Present:** Mrs Angela Edwards (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
	Trustees had received the following documents in advance of the meeting: <ul style="list-style-type: none"> <li>• <i>Minutes of Trust Board 5 meeting on 11<sup>th</sup> February 2016</i></li> <li>• <i>Minutes of Bobbing LGB meeting on 7<sup>th</sup> March 2016 2016</i></li> <li>• <i>Minutes of Iwade LGB meeting held on 1<sup>st</sup> February 2016</i></li> <li>• <i>Iwade – School Termly Report Term 3</i></li> <li>• <i>Monitoring Reports</i> <ul style="list-style-type: none"> <li>- <i>SEN at Iwade 5<sup>th</sup> February 2016</i></li> <li>- <i>Judicium, Health &amp; Safety Action Plan 9<sup>th</sup> February 2016</i></li> <li>- <i>SCR 8<sup>th</sup> March 2016</i></li> <li>- <i>Behaviour Management at Iwade 8<sup>th</sup> March 2016</i></li> </ul> </li> <li>• <i>Terms 3 and 4 Actions - Iwade</i></li> <li>• <i>Trust Board Report from School Business Manager</i></li> </ul>	
<b>1.</b>	<b>Welcome and Introduction</b>	
	The Chair welcomed all to the meeting and confirmed that the meeting was quorate. The Chair noted that Mr. Alan Horton had taken the decision to step down from the board having fulfilled his commitment to assist the work of the trust over a 12-month period. A note of thanks had been sent to Mr. Horton.	
<b>2.</b>	<b>Receive and Challenge Local Governing Body Reports from LGB Chairs and School Principals</b>	
<b>2.1</b>	<b>Iwade LGB Minutes and Report</b>	
<b>2.1.1</b>	<b>Communication</b>	
	The Iwade chair advised trustees that there were some aspects of the LGB minutes that needed clarification and these were being addressed. The aim was to have focussed minutes which clearly demonstrated the work of the LGB and its impact on the school. Trustees were informed that local governors had requested sight of trust board minutes. Trustees were content that matters such as staff appointments could be disclosed at LGB meetings. Trustees agreed that AE should attend the next Iwade LGB meeting.	AE – 16/5/16
<b>2.1.2</b>	<b>LGB membership</b>	
	The Iwade chair advised trustees that two new governors were now in	

	post – Mrs. Sarah Downes and Mrs. Karen Pilgrim. Mrs. Downes had agreed to take over the health and safety role and Mrs. Pilgrim the finance role at Iwade.	
<b>2.1.3</b>	<b>Monitoring</b>	
	<p><b>SEN - 5<sup>th</sup> February 2016</b></p> <p>The chair reported that this had been a positive visit acknowledging the good work being done at Iwade in respect of SEN e.g impact of Lego therapy. Visiting governors had asked for details of how SEN funding was allocated to SEN pupils and had suggested an anonymous survey of SEN parents to validate work being done in the school.</p> <p><b>Reviewing Judicium Health and Safety Action Plan – 9<sup>th</sup> February 2016</b></p> <p>The chair reported that there was evidence of action points being implemented. The chair had asked for a target date for the completion of outstanding action points including COSHH and would be making a further visit to the school after the next Judicium visit scheduled for April 2016.</p> <p><b>Safeguarding (Single Central Record) 8<sup>th</sup> March 2016</b></p> <p>The chair reported that this had been a productive visit which had confirmed the robustness of the trust’s procedures in maintaining a database of all individuals with regular access to the school. It was acknowledged that governors should inspect the SCR at least annually.</p> <p><b>Behaviour Management 8<sup>th</sup> March 2016</b></p> <p>The Iwade chair reported that the visit had confirmed that pupils sampled had a good awareness of the features of the Behaviour Management policy (such as ‘stay on green’) and that issues previously identified in respect of behaviour in breaks had been followed up.</p>	
<b>2.1.4</b>	<b>Finance</b>	
	The chair reported that the new governor responsible for finance, Mrs. Pilgrim would be meeting with the School Business Manager to discuss school finances.	
<b>2.2</b>	<b>Bobbing LGB Minutes and Report</b>	
<b>2.2.1</b>	<b>LGB membership</b>	
	The chair reported that the newly appointed staff governor, Mrs. Debbie Elliot had assumed responsibility for SEN and health and safety. Governors had discussed the skills set desired in a new parent governor and agreed that someone who had experience of evaluating data/performance in a governance or other professional context would be an appropriate person to join the governing body. There had been no expressions of interest in standing as a parent governor to date.	
<b>2.2.2</b>	<b>Monitoring programme</b>	

	<p><b>Lesson Study Project/ Book scrutiny - 29<sup>th</sup> January 2016</b></p> <p>The chair reported that this had been a successful visit and had resulted in a recommendation that the school extending the LSP to more teachers.</p> <p><b>Safer Internet Day/British Values - 11<sup>th</sup> February 2016</b></p> <p>The chair reported that he had observed that children responded well to the information provided on Safer Internet Day. The chair commented that he was planning to discuss the delivery of British values with Rev. Sampson after Easter.</p>	
<b>2.2.3</b>	<b>School Improvement</b>	
	<p>The chair reported that behaviour monitoring data showed an improvement in term 3 and the greater focus on lunchtime behaviour had seen a drop in lunchtime detentions from 19 in term 2 to 5 in term 3.</p> <p>The chair noted that attendance data in respect of monitoring pupils whose attendance was below 90.0% also showed improvements and just 3 persistent absentees remained a concern.</p> <p>The chair reported that governors had discussed and reviewed phonics screening results in Years 1 and 2 and were pleased to note that the school was on track to meet its targets of 80.0% and 90.0% respectively.</p> <p>In respect of EYFS data governors had noted that the school was on track to meet its end of year target of 75.0% for GLD (Good Level of Development)</p> <p>The chair commented that it was apparent that not all parents engaged with the values and ethos of the school and this was a matter being addressed by the school principal.</p>	
<b>2.2.4</b>	<b>Judicium Report (Health and Safety)</b>	
	<p>The chair reported that action points identified in the Judicium report were being addressed.</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>	
<b>2.3</b>	<b>Trust Board discussion</b>	
	<p>Trustees agreed that governance in both schools was working with increasing effectiveness in monitoring and offering challenge. Trustees ascertained that monitoring visits for terms 5 and 6 were being planned with one focus being identified as curriculum change.</p> <p>After questions and discussion the following points were noted:</p> <ul style="list-style-type: none"> <li>• there should be a continuing emphasis on a strategic rather than operational perspective in monitoring</li> <li>• questions in parental surveys needed to be open-ended and designed to elicit a meaningful outcome focussed on the</li> </ul>	

	<p>school/trust's priorities</p> <ul style="list-style-type: none"> <li>governor visits should be from a whole-school rather than individual (e.g. parent governor, staff governor etc) perspective</li> </ul> <p>Action points were confirmed as:</p> <ul style="list-style-type: none"> <li>Finalising a programme of governor training across the trust</li> <li>Circulating to all trustees and local governors a list of resources that would assist good governance (e.g. The Key, NGA etc)</li> <li>Continuing to work on effective communication across the trust within LGBs and between LGBs and the trust board.</li> </ul>	Chair/EP/SBM/Clerk by 26/5/16
<b>3.</b>	<b>Apologies for Absence</b>	
	<p>None.</p> <p>Trustees noted that Mrs. Leah Goodwin would be joining the board in the summer term.</p>	
<b>4.</b>	<b>Declaration of Business Interests</b>	
	None declared other than those already registered.	
<b>5.</b>	<b>Minutes of Meeting TB5 held on 11<sup>th</sup> February 2016</b>	
	<p>The following amendments were noted:</p> <p>Page 4 GL noted that he had not received the transformational model  Page 5 penultimate line insert 'and'  Page 6 line 3 insert 'all trustees and local governors'  Page 7 delete third bullet point  Note that after-school activities were over-subscribed but Chlld Play was not  6<sup>th</sup> line from the bottom delete 'before and'</p> <p>Subject to these amendments the minutes were agreed as a true and accurate record and signed by the chair</p>	
<b>6.</b>	<b>Matters Arising from the Minutes</b>	
<b>6.1</b>	<b>9. To Consider Finance Report</b>	
	<p>The SBM reported that statistics on salaries had been provided to the Finance &amp; Audit committee.</p> <p>The EP noted that senior leaders were aware of the increasing demands being made on staff with the number of meetings taking place at the end of the school day and commitments to running after-school activities. Trustees noted that consideration was being given to out-sourcing some after-school activities (at a cost) in the interests of staff well-being.</p> <p>The EP advised trustees that letters of thanks had been sent out to staff as appropriate thanking them for their contribution to out of school activities/classroom performance etc.</p>	
<b>6.2</b>	<b>To Consider Risk Assessment</b>	
	<p>Trustees were pleased to note that former trustee Mr. Alan Horton had indicated that he was still happy to provide a training workshop on risk assessment.</p> <p>The SBM informed trustees that the Finance Directors' Forum had</p>	

	produced a model risk assessment strategy that was used by many academies. Trustees asked that the SBM circulate this document to board members.	SBM on-going
<b>6.3</b>	<b>Any Other Business</b>	
	The chair informed trustees that an exclusion panel had met on 10 <sup>th</sup> March 2016 to hear a parents' representation.	
<b>7.</b>	<b>To Consider Executive Principal's Report</b>	
<b>7.1</b>	<b>Academy expansion</b>	
	Board members were informed that following approval of the trust to be an academy sponsor the chair, the EP and the SBM had met with senior LA staff about opportunities for expanding the trust. Trustees considered various scenarios in which a school might find itself, leading to a wish to join the trust. Trustees discussed the possible conditions that would apply in the case of another school joining the trust and agreed the importance of any prospective new addition needing to fully embrace the trust's ethos and values. Trustees acknowledged that an additional school would require a significant input from senior management at the trust but accepted that there was capacity for this as well as providing career development opportunities for staff.	
<b>7.2</b>	<b>Signage</b>	
	The EP informed trustees that it was intended to improve signage around school sites. Trustees agreed that the trust's logo should be enhanced giving more prominence to people.	EP/School principals – on-going
<b>7.3</b>	<b>Board membership/roles</b>	
	The EP requested that trustees consider who should replace Mr. Horton as responsible for performance. After discussion, it was agreed that Mrs. Edwards should be asked to fill this role: Mrs. Edwards accepted.	
<b>8.</b>	<b>To Consider Chair's Report</b>	
	The chair reported that she continued to be in regular touch with the school by e-mail, telephone and meetings with senior staff on matters of school business. Trustees noted that the chair had joined the EP and SBM at discussions about academy expansion (see 7.1 above). The chair noted that at a recent exclusion panel hearing, members of the panel had expressed concerns about the representation aspect of the proceedings. The clerk was asked to seek further guidance on this matter. The chair ascertained that, in the event of her unavailability, GL and KW were prepared to act in her stead pending elections for a vice-chair at the start of the next academic year.	Clerk by 26/5/16 GL/KW as required
<b>9.</b>	<b>To Consider Finance Report</b>	
	The Finance & Audit chair reported on the meeting held on 10 <sup>th</sup> March as follows:  The financial situation was currently satisfactory however if funding continued to remain static (as it would be for 2016/17) the trust' reserves of £400k would be exhausted by the end of the 2018/19 financial year. Trustees acknowledged that this was a potentially serious situation	

	<p>but accepted that senior management was fully focussed on drawing up budgetary scenarios.</p> <p>An increase in costs for Child’s Play activities had been discussed and a number of scenarios considered. Committee members had recommended to the board that a middle path should be taken with price increases of between 7.0% and 9.0% for the various sessions offered. This would be on the basis that there would be no increase for a further two years, effectively meaning one increase over a five-year period. It was also proposed to increase holiday club daily fees from £20 - £22. Trustees agreed that this represented fair value for money in the current financial climate (noting that the sessions included the provision of a meal) and supported the proposal for implementation in September 2016.</p> <p>The SBM drew trustees’ attention to the renewal of the staff absence insurance policy (which would now include support staff) of £13,630. The policy now provided all staff with access to the wellbeing services offered.</p> <p>The SBM noted that the school’s general insurance was due for renewal on 1<sup>st</sup> June 2016. Last year’s cost was £27.58 per pupil but the government’s Risk Protection Arrangements (RPA) scheme currently costing £25 per pupil was being reduced to £20 per pupil from September 2016. Trustees were provided with a link to RPA provision and asked to consider changing insurance arrangements by the next board meeting on 26<sup>th</sup> May 2016.</p> <p>The SBM advised trustees that the previously circulated Judicium document on academy freedoms (staff and conditions) would be discussed at the May meeting.</p>	<p>Letter to parents and implementation in September 2016 SBM – on-going</p> <p>Board members by 26/5/16</p>
	<p><i>KW left the meeting at 5.50 p.m.</i></p>	
<p>10.</p>	<p><b>To Consider Risk Assessment</b></p>	
	<p>See above 6.2</p>	
<p>11.</p>	<p><b>To Consider Trust Board/Local Governing Body Membership and Recruitment</b></p>	
	<p>It was noted that Mr. Horton had stepped down from the board and Mrs. Goodwin would be joining the board in April. It was confirmed that Mrs. Goodwin’s paperwork was being processed (including DBS check).</p> <p>Trustees were informed of expressions of interest from:</p> <p>Mr. Darren Place Mr. Mark Foster Mr. Liam McHugh</p> <p>all of whom had valuable skills sets.</p> <p>Trustees agreed that it was helpful if a prospective new trustee gained</p>	

	<p>some experience of governance at local governing body level.</p> <p>Trustees agreed to await the closing date for PG elections (15<sup>th</sup> April 2016) before making a final decision about appointments.</p> <p>Mr. Graeme Lloyd indicated that he would be stepping down from the board at the end of the academic year though would remain a member.</p>	Decision to be taken at TB7 on 26/5/16/
12.	<b>To Consider Governance Matters</b>	
12.1	<b>Governance Calendar</b>	
	Trustees noted that it was proposed to change the date of the July F&A committee meeting from 8 <sup>th</sup> to 5 <sup>th</sup> July and the clerk would be informing members accordingly.	Clerk on-going
12.2	<b>Training</b>	
	See 2.3 above	
14.	<b>Date of Next Meeting</b>	
	Thursday 26 <sup>th</sup> May 2016 at 4.00 p.m. at Iwade School.	
15.	<b>Any Other Business</b>	
15.1	<b>Music teacher</b>	
	Trustees were pleased to learn that the peripatetic music teacher's contract was being enhanced by an extra day to facilitate the provision of extra-curricular music activities and to lay the foundations for a trust orchestra,	
16.	<b>To Consider Confidentiality and Publication of Minutes</b>	
	None	

Signed \_\_\_\_\_

Date \_\_\_\_\_

