

Minutes of Meeting number TB7 of the Trust Board held on Thursday 26th May 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. Stuart Adcock (SA), Mr. Mark Foster (MF), Mrs. Leanne Goodwin (LG), Mr. Graeme Lloyd (GL), and Mr. Karl Wiesmath (KWi).

In attendance: 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"> • <i>Minutes of Trust Board 6 meeting on 17th March 2016</i> • <i>Minutes of Bobbing LGB meeting on 9th May 2016</i> • <i>Bobbing Terms 3 /4 SIP Up date</i> • <i>Bobbing Terms 5/6 Actions</i> • <i>Minutes of Iwade LGB meeting held on 16th May 2016</i> • <i>Finance Report from School Business Manager 19th May 2015</i> • <i>Health & Safety Risk Assessment – Bobbing School</i> • <i>Target Tracker Iwade 23rd May 2016</i> • <i>Target Tracker Bobbing 23rd May 2016</i> • <i>Academies Freedoms document - Judicium</i> • <i>Managing Complaints Policy</i> • <i>Staffing Structure – Timu Academy Trust</i> 	
1.	Welcome and Introduction	
	The Chair welcomed all to the meeting. A particular welcome was extended to three new trustees – Mr. Stuart Adcock, Mr. Mark Foster and Mrs. Leah Goodwin each of whom provide a brief resume of the their background and how they could contribute to trust governance. The Chair explained that it had been decided to bring forward proposed changes to the format of board meetings in that LGB chairs and school principals would no longer be in attendance. Board members would be provided with up-dates on each schools’ progress by the EP and LGB minutes would also be available for scrutiny.	EP – future meetings
2.	To Confirm Quoracy	
	The Chair ascertained that the meeting was quorate.	Clerk
3.	To Receive (and, if appropriate, accept) Apologies for Absence	
	None	
4.	Declaration of Business Interests	
	None declared other than those already registered.	
5.	Minutes of Meeting TB5 held on 17th March	
	The minutes were accepted as a true and accurate record and signed by the chair.	Clerk
6.	Matters Arising from the Minutes	

6.1	2.1.1 Communication	
	The Chair noted that she had attended both Bobbing and Iwade LGB meetings.	
6.2	9. To Consider Finance Report	
	The SBM confirmed that a letter about an increase in charges for Child's Play activities had been sent out to parents and noted that, to date, no concerns had been raised.	
6.3	6.2 To Consider Risk Assessment	
	The SBM reported that a risk assessment app had been looked at but deemed unsuitable for the trust's needs. Trustees agreed that a working party should be convened to review risk assessment documentation. SA and MF volunteered to join the working party and the SBM confirmed that she would be sending them existing risk assessment documentation.	DS to send risk assessment documentation to SA/MF. Working party to report by the end of term 6 (13 th July 2016).
6.4	2.2.3 School Improvement/7.2 Signage	
	The EP reported that a company had been invited to quote for the cost of enhancing the way vision and ethos were communicated to the school community/visitors. Their quotation of £18k was being considered by the trust. Trustees accepted that some parts of the site such as the reception area were 'very tired' and in need of improvement.	KW plus senior leaders to consider ways of going forward and report at board meeting on 13 th July 2016.
7.	To Receive a Report on Performance and Standards	
7.1	Introduction	
	Trustees were provided with Target Tracker data for Bobbing and Iwade schools and the EP commented as follows <ul style="list-style-type: none"> Following the end of national curriculum levels the school used its own assessment criteria as follows: working below age related expectation; working at age related expectation; working at/above age related expectation; and working above age related expectation Pupil progress was crucial area of focus and was measured in 'steps' : 3 'steps' per year and 1 per term. Timu methods could be evaluated against national standards when they became available later in the summer and adjustments made as appropriate Data was reviewed every 6 weeks throughout the year Key stage 1 was teacher assessment and key stage 2 was a combination of teacher assessment and tests Separate data was available for pupil premium, FSM and SEN children as well as boys and girls in reading, writing and mathematics 	
7.2	Bobbing School Age Related Expectation (ARE) Summary Report and Steps Attainment Summary	
	Trustees noted features of the Bobbing data as follows: Key Stage 1 <ul style="list-style-type: none"> Pupil premium children were performing well with 100.0% at ARE 	

	<ul style="list-style-type: none"> • 14.3% of non pupil premium children were performing well below ARE • The number of boys exceeding ARE at 6.7% was low <p>Key stage 2</p> <ul style="list-style-type: none"> • 83.3% of all pupils in maths were working within ARE <p>Progress</p> <p>Reading</p> <ul style="list-style-type: none"> • 96.6% of pupils reading were on track to make good progress from KS1→KS2 • All pupil premium children were on track to reach ARE • 8.3% of children were not expected to reach ARE <p>Writing</p> <ul style="list-style-type: none"> • 93.3% of children were making appropriate progress • 100.0% of pupil premium children were making good progress <p>Mathematics</p> <ul style="list-style-type: none"> • Although 4 pupils were vulnerable to not meeting ARE their progress was still satisfactory • Girls' progress was not as strong as boys <p>Trustees asked for clarification of the difference between SEN and Statemented children and were informed that an SEN child might have special needs such as dyslexia whilst a Statemented child had a formal document detailing a child's learning difficulties and the help that will be given.</p> <p>Trustees enquired about funding for children in these categories and were advised that the school could apply for high needs funding at £1k per month to support a teaching assistant for each child.</p> <p>Trustees noted that more families were requesting mainstream education for their children rather than provision at a special school.</p> <p>Trustees noted that data might be affected by the increased expectations of children in the new KS2 curriculum.</p>	
<p>7.3</p>	<p>Iwade Age Related Expectation (ARE) Summary Report and Steps Attainment Summary</p>	
	<p>Trustees noted features of the Iwade data as follows:</p> <p>Key Stage 1</p> <ul style="list-style-type: none"> • 90.9% of girls and 77.8% of boys were working at/above ARE • Pupil premium children were working at ARE but not exceeding it • The performance of girls reflected national trends with 90.9% working at/above ARE compared to 77.8% of boys • 3.75 of boys were working above ARE in writing compared to 24.2% of girls (though data collection would not be complete until 20/6/16). <p>Key Stage 2</p> <p>Reading</p> <ul style="list-style-type: none"> • 83.82% of pupils were at ARE 	

	<ul style="list-style-type: none"> • 5/62 pupils had not made the progress expected • The Pupil Premium children not progressing were the same as SEN children • Boys performed less well than girls <p>Writing The higher and different expectations in writing were presenting a challenge since 75.8% of children were not currently at ARE. However, the children not progressing to ARE had low starting points. Typically, boys' writing attainment was less than girls.</p> <p>Mathematics 85.5% of pupils were on track to meet ARE - subject to tests results Pupil progress is stronger in mathematics particularly for PP children.</p> <p>Trustees asked about boys' writing and were advised that it was the case that that boys took to writing later and needed more motivation.</p> <p>Trustees asked about summer born children in relation to meeting ARE. It was agreed that data for autumn, spring and summer might illuminate this.</p> <p>Trustees acknowledged that the new national curriculum, whilst not having a significant impact on KS1, had had a major influence on KS2 where expectations were more in line with a 14 year old.</p>	<p>EP to report at TB on 13 /7/16</p>
7.4	Discussion and challenge	
	<p>Trustees</p> <ul style="list-style-type: none"> • confirmed that the role of the EP and LGBs was to challenge SPs and hold them to account • asked that Target Tracker was clearly aligned with School Plans • asked that LGBs maintained a focus on data scrutiny and ascertained that each LGB had a governor competent to take the lead in this • confirmed that writing was a particular challenge that needed a sustained focus from LGBs • confirmed the role of the Assertive Mentoring strategy in pupils making progress 	<p>LGB chairs/EP/SPs to action as necessary</p>
8.	To Receive a Finance Report	
8.1	Finance report	
	<p>The F&AC chair/SBM reported on the meeting held on 19th May 2016 as follows:</p> <p>Budget 2016/17</p> <p>Budgetary information had been scrutinised in detail. It had been noted that for 2016-2017 a revenue deficit of £16,810 and a capital deficit of £55,349 were forecast resulting in a total in-year deficit of £72,159. This was due to significant one-off costs including £35k for Bobbing school sewage repairs and £38k for improvements need to</p>	

	<p>Iwade school main playground. Trust reserves could fund in-year deficits and that in 2019-2020 consolidated reserves were still forecast to exceed annual GAG income. Iwade was forecast to enter a deficit in 2018/19 and Bobbing in 2019/2020.</p> <p>It had been noted that unallocated reserves should be included in the budget.</p> <p>The F&AC chair confirmed that the committee was content to recommend the budget to the Trust Board at its meeting on 26th May 2016.</p> <p>Insurance arrangements</p> <p>After consideration of the various options the committee had approved a move from the trust's current insurance provider to the government's RPA scheme wef 1/6/16.</p> <p>Donation of new build</p> <p>Further to the handover of the new build on 22/4/16, the chair confirmed that the committee had approved the entry of a donation to the trust with a contra entry to increase the value of the trust's property within the accounts.</p> <p>Management accounts</p> <p>The committee noted that the consolidated management accounts showed a year to date surplus of £177,775 with a forecast for an end of year surplus of £171,586. The committee accepted that high value expenditure takes place at the end of the financial year which would reduce the projected surplus. The committee noted that cash-flow forecasts remained healthy until the end of the financial year.</p>	
8.2	End of Term Celebration	
	<p>The EP explained that it was proposed to hold an end of term celebration for staff at an estimated cost of Trustees were pleased to approve this item of expenditure. Trustees asked that at a point in the proceedings there should be a formal 'thank you' to all staff for their hard work and commitment over the year.</p>	Chair/EP
9.	To Approve 2016-2017 Budget	
	<p>The board approved the 2016-2017 budget following the recommendation of the F &AC.</p> <p><i>KW left the meeting at 5.50 p.m.</i></p>	
10.	To Receive a Premises Report	
	<p>Trustees noted that Judicium Education had identified a health and safety risk at Bobbing school of the school being hit by lightning. The</p>	

	<p>estimated cost of installing lightning protection was £10k. In discussion, trustees noted that the school building was adjacent to much taller church which did have lightning protection. When the school was under KCC control, the local authority had chosen not to install lightning protection, including when a large extension had been added in 2003. It was also noted that the school had 5-yearly fixed wire testing (the most recent in 2015), the fire alarm system was regularly tested and the school held regular fire evacuation drills. Trustees noted that the cost might be covered by a CIF bid although such a bid could not be made until December 2016 with the outcome, if any, not being known in April 2017. Trustees asked the SBM to check with other schools using the RPA scheme about lightning strike cover and agreed to review the matter at their next meeting on 13 /7/16.</p> <p>Trustees noted that the trust had received an up-dated Health and Safety Report from Judicium that reflected the extensive work undertaken by the site team in addressing previously identified risks. The F&C chair asked for details of costings for any further work that needed to be undertaken at the next F&AC meeting on 8 /7/16.</p> <p>Trustees noted that a quote had been received for the new soakaway required at Bobbing school but that KCC had considered it too high and did not cover all the work required. The SBM was asked to provide an up-date on the matter at the F&AC meeting on 8 /7/16.</p>	<p>SBM by 13 /7/16</p> <p>SBM by 8 /7/16</p>
11.	<p>To Consider Key Staffing Priorities</p>	
	<p>Trustees considered the trust’s staffing structure and noted the inbuilt succession planning from subject leaders to teaching and learning advisors to school principals. Trustees ascertained that the trust had the capacity to appoint a school principal (including for any new school joining the trust) from its existing staff resources.</p> <p>Trustees noted staff leavers at the end of the summer term and were pleased to learn that the trust had been successful in appointing replacements.</p> <p>Trustees asked about the about the appointment of a subject leader for French and were advised that</p> <p>Trustees noted that the trust had been very successful in training up teaching assistants/non-teachers with a degree and that this strategy was being continued.</p> <p>In respect of the trust’s expansion strategy, trustees enquired about the likely time-frame and were advised that this was contingent on an RI (requiring improvement) school being identified. The SBM noted that due diligence would take up to three months.</p>	
12.	<p>To Consider Governance Documentation and Policies</p>	
	<p>Trustees considered an up-dated ‘Complaints Policy’ and noted that it addressed procedural issues that had arisen in recent complaints</p>	

	cases, including the difference between a complaints and a concern. The policy was adopted.	
13.	To Consider ‘Academies Freedom’ Document	
	Trustees considered the document ‘Academy Freedoms – Options on Teachers Terms and Conditions’ and discussed options for varying sickness pay and maternity leave arrangements. Trustees noted that the trust currently operated according to the ‘Burgundy Book’ (Conditions of Service for School Teachers in England and Wales). Trustees agreed to maintain the status quo.	
	<i>Mr. Foster left the meeting at 6.35 p.m.</i>	
14.	To Consider Local Governing Body (LGB) Minutes	
	Trustees considered Bobbing and Iwade LGB minutes and noted: <ul style="list-style-type: none"> • The timings of LGB/TB meetings needed to be reviewed so that they reflected the business undertaken in a more timely manner. The EP and SPs were asked to review the schedule of meetings to effect this. • Following interventions from the EP, it was noted that LGB minutes more clearly evidence discussion and challenge of the SP’s report and governance monitoring activities. <p>Trustees offered to help with the range of monitoring activities being undertaken</p>	EP to inform trustees of requirements.
15.	Date of Next Meeting	
	Wednesday, 13 th July at 4.00 p.m.	
16.	Any Other Business	
16.1	Alerts	
	The SBM explained that in the light of the recent spate of alerts at schools across the county, the trust’s emergency plan had been reviewed and staff made aware.	
16.2	Thank You Letters	
	Trustees were advised that thank you letters had been sent to staff as appropriate.	
16.3	Netball	
	Trustees were pleased to learn of recent success in netball competitions and asked the EP to convey their congratulations to all concerned.	EP
16.	To Consider Confidentiality and Publication of Minutes	
	None	

The meeting closed at 7.00 p.m.

Signed _____

Date _____

