

Minutes of Meeting number TB 8 of the Trust Board held on Wednesday 13th July 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. Simon Adcock (SA), Mr. Mark Foster (MF), Mr. Graeme Lloyd (GL) and Mr. Karl Wiesmath (KWi).

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 26th May 2016</i> • <i>Minutes of Bobbing LGB meeting on 9th May 2016</i> • <i>Bobbing Statutory Assessments</i> • <i>Iwade Statutory Assessments</i> • <i>Minutes of Iwade LGB meeting held on 4th July 2016</i> • <i>Iwade Termly Report – Term 5</i> • <i>Minutes of Bobbing LGB meeting held on 27th June 2016</i> • <i>Bobbing Termly Report – Term 5</i> • <i>Finance Report from School Business Manager 13th July 2016</i> • <i>Strategic and Reputational Risks</i> • <i>Policy Document – Whistleblowing</i> • <i>Governance Structure – September 2016</i> 	
1.	Welcome and Introduction	
	The Chair welcomed all to the meeting.	
2.	To Confirm that the Meeting is Quorate	
	The Chair ascertained that the meeting was quorate.	Clerk
3.	To Receive (and, if appropriate, accept) Apologies for Absence	
	Apologies were received from Mrs. Leah Goodwin – work commitment. Apologies were also received from Mrs. Dee Stacey (School Business Manager) – personal commitment. Both apologies were accepted.	Clerk
4.	Declaration of Business Interests	
	None declared other than those already registered. The Clerk explained that the Record of Business Interests was currently being up-dated and this would be shortly published on the website.	Clerk
5.	Minutes of Meeting TB5 held on 26th May 2016	
	Page 1 Present Mr. Stuart Adcock should read Mr. Simon Adcock. Subject to this amendment the minutes were accepted as a true and accurate record and signed by the Chair.	Chair/Clerk
6.	Matters Arising from the Minutes	
6.1	6.3 To Consider Risk Assessment	
	MF and SA confirmed that they had scrutinised risk assessment documentation and would be reporting under item 10 below.	
6.2	2.2.3 School Improvement/7.2 Signage	
	The EP confirmed that refurbishment of the reception areas at both Bobbing and Iwade Schools was being completed during the summer	SBM to report on 14/9/16

	break.	
6.3	7.3 Iwade ARE	
	The EP confirmed that data in respect of summer born children would be included in the school plan.	EP ongoing
7.	To Consider Trust Board, Local Governing Body Membership Structure and Recruitment	
7.1	Governance structure	
	<p>Trustees considered a Governance Structure up-date effective September 2016. It was noted that Mr. Graeme Lloyd would be stepping down from the board at end of the summer term but remaining as a Member of the Timu Academy Trust. Mr. Liam McHugh would be taking his place as from 1st September 2016.</p> <p>Trustees noted that Academy Ambassadors had identified a candidate a new member of the board. Trustees discussed adding to the current total of 7 trustees and agreed that this could make the board top-heavy. However, it was also noted that a vacancy could arise in the future. As such, and noting that there was a vacancy on the Bobbing LGB, trustees agreed that the Academy Ambassadors candidate might be offered this position to gain an insight into the working of a school within the trust with the prospect of joining the board at a later date.</p> <p>The Clerk informed trustees that Mrs. Sarah Gore of Academy Ambassadors had recently asked for an up-date on the matter and that he would inform her of the current position. Mrs. Gore had also asked for details of the trust's chair and these had been provided.</p>	Clerk
7.2	Board Agenda format	
	Trustees discussed revising the format of board meeting agendas and agreed a version effective September 2016 (see sample attached).	
7.3	Meeting arrangements	
	<p>Trustees confirmed the pattern of meetings for 2016-2017 as follows: Board - 4 per annum LGBs – 3 per annum Finance - 4 per annum</p> <p>Trustees discussed up/down communication between Board and LGBs and confirmed that:</p> <ul style="list-style-type: none"> • SP reports should follow an Ofsted format • LGB chairs should produce an executive summary for the LGB clerk to submit to the Board clerk in a timely manner • The Board should feedback to LGBs promptly by either conference call or e-mail on any important matter for attention <p>Trustees confirmed that the role of the Board was to hold individual LGBs to account for the success of their school.</p>	
7.4	Calendar, 2016-2017	
	Trustees discussed a draft calendar for 2016-2017 meetings and agreed a schedule (see calendar attached).	

	<p>Trustees noted that there would be an initial Risk Management monitoring meeting before the Board meeting on 14/9/16 starting at 3.00 pm.</p> <p>Trustees also noted that the EP would be providing examples of performance management decisions for scrutiny by the Finance Committee at its December meeting.</p> <p>The EP confirmed that the first governor training session on 29th September 2016 would be focused on preparations for Ofsted.</p>	<p>SA/MF + School Business Manager and Clerk 14/9/16</p> <p>EP 5/12/16</p> <p>Members/Trustees Governors</p>
<p>8.</p>	<p>To Consider Standards and Performance</p>	
	<p>Trustees considered statutory assessment outcomes for Bobbing and Iwade schools.</p> <p>Bobbing Outcomes for EYFS, Year 1, Year 2 and SATs indicated Ofsted grade 'Outstanding'</p> <p>Iwade Outcomes for EYFS, Year 1, Year 2 and SATs indicated Ofsted grade 'Good with outstanding features'</p> <p>In discussion trustees noted that:</p> <ul style="list-style-type: none"> • SAT outcomes reflected attainment and that progress data would be available in September 2016 • there were likely to be differences between Bobbing and Iwade since Bobbing was a smaller school • teacher assessments were higher than test results – a disparity evident in other schools. Test papers had been seen as challenging with questions more appropriate to secondary pupils • maths outcomes were better than in previous years • some children had not performed well on the day in the reading paper even getting the usually highly accessible question 1 wrong. Three children were having their reading paper re-marked <p>Trustees asked about how the trust was responding to the test results and were advised by the EP that reading was a focus in the 2016-2017 school plans and that KS2 staff would be used to model reading practice.</p> <p>A trustee enquired about why Bobbing assessments were not shown</p>	

	<p>for boys and girls separately and was informed that this was because an Iwade target had been to improve the performance at age appropriate of girls in reading, writing, maths and GPS so that their results were above national outcomes and that they performed as well as boys</p> <p>A trustee asked about staffing changes for 2016-2017 and was informed that several staff would be moving between the two schools in addition to two staff joining the school to teach in Year 3 and Year 4.</p> <p>Trustees congratulated the teaching staff on their achievement of such a fine set of results in the first year of new-style assessment.</p>	
9.	To Consider Strategic Planning and Key Priorities	
	<p>In respect of expansion the EP informed trustees that details had been recently received of some schools possibly joining the trust. However, trustees would need to consider the time-frame for any proposed take-over,</p> <p>Trustees asked for an up-date at the board meeting on 14th September 2016.</p>	
10.	To Receive a Finance Report	
10.1	Financial Summary	
	<p>Trustees noted that a surplus of £179,000 was forecast for the y/e 31st August 2016. Expenditure on premises issues would be brought into the 2015-2016 budget rather than 2016-2017 since next year's budget was likely to be much tighter.</p> <p>Trustees also noted a Condition Improvement Fund (CIF) was being prepared to replace the failed soakaway at Bobbing school.</p> <p>Trustees acknowledged that cashflow remained healthy and that there was no forecast need to draw on investments.</p>	
10.2	Risk Register	
	<p>Trustees noted that risk register had been reviewed by trustees Messrs Adcock and Foster.</p> <p>In discussion trustees considered the following:</p> <ul style="list-style-type: none"> • Agreement that the impact score should be 1-3 and the probability score 1-5 • Noted that Child Protection was covered under item 3.07 • Premises manager to be asked about consequences of a loss of power on site • Confirmation that IT data was stored securely in the event of a systems failure issue (.07) • Procedures when an external supplier (e.g. catering) did not deliver supplies • Procedures for monitoring staff after initial CRB check (item 2.05) • Procedures for recruiting trustees/local governors with 	

	<p>appropriate skills sets</p> <p>Messrs Adcock and Foster agreed to investigate the above matters and report to Board at its next meeting on 14th September 2016. It was also noted that it was intended to have discrete meetings to consider risk management issues at regular intervals throughout the year (see 7.4 above).</p> <p>The Chair thanked Messrs Adcock and Foster for their proactive response to risk management matters.</p>	SA/MF by 14/9/16
	<i>Mr. Foster and Mr. Wiesmath left the meeting at 5.45 p.m.</i>	
10.3	Lightning Protection Risk Assessment	
	In absentia, the School Business Manager confirmed that she had had clarification of the lightning protection issue at Bobbing School...	
10.4	Premises issues	
	Trustees were reminded that plans were in hand for the completion of a new YR play area and quotations were being obtained. Trustees also noted that the Reception Areas at both Bobbing and Iwade schools were being re-furbished during the summer holidays to better project the 'Together Everyone Achieves More' philosophy of the Trust.	
10.5	Academies Financial Handbook	
	Trustees noted that an up-dated Academies Financial Handbook had been published effective 1/9/16. The clerk was asked to circulate outline details to trustees.	Clerk to circulate with draft minutes.
11.	To Consider LGB Reports	
11.1	Bobbing School	
	<p>Trustees noted the following:</p> <p>Effectiveness of leadership and management</p> <ul style="list-style-type: none"> • Governor monitoring visits undertaken including: Budget 2016-2017; SATs observation; Single Central Record; SEN; PSHE; The meaning of resilience; moderation and pupil progress meetings; and 6 residential visit. • The school plan incorporated suggestions for governor visits/activities • Assertive mentoring, behaviour, staff training, performance management and safeguarding met expectations <p>Quality of teaching, learning and assessment</p> <ul style="list-style-type: none"> • 57.0% of teaching observed by senior management was Outstanding: 100.0% was Good (Term 4 figures) <p>Personal development, behaviour and welfare</p> <ul style="list-style-type: none"> • Attendance in the YTD stood at 97.9% • In term 5 91.5% (92.0%) of children stayed on green in class time: 100.0% (99.0%) stayed on green during lunchtimes <p>Pupil Progress</p> <ul style="list-style-type: none"> • Most pupils were on track at the end of term 5 but in Years 1,3 and 4 Maths, Writing and Reading needed to improve 	
11.2	Iwade School	
	Trustees noted the following:	

	<p>Effectiveness of leadership and management</p> <ul style="list-style-type: none"> • Governor visits included SATs invigilation. It was expected that the programme of visits would be enhanced with a number of new governors joining the team • Assertive mentoring, behaviour, staff training, performance management and safeguarding met expectations <p>Quality of teaching, learning and assessment</p> <ul style="list-style-type: none"> • 25.0% of teaching observed by senior management was 'Outstanding': 56.25% of teaching was 'Good'. Interventions were in place to support the small number of teachers at grade 3 (one of whom is moving to another school).. <p>Personal development, behaviour and welfare</p> <ul style="list-style-type: none"> • Attendance in the YTD stood at 96.56% • The recent High Court decision on holidays in term time is likely to present challenge to the school • In term 5 91.0% (92.2%) children stayed on green. The slight decrease was largely attributable to foundation and KS1 children who were still learning acceptable behaviours <p>Pupil Progress</p> <ul style="list-style-type: none"> • The school was on track to meet school targets for both Y1 and Y2 phonics • Not all classes or pupils were making consistent progress e.g. maths in Y1, Y3 and Y5 (girls) and reading in Y2 and Y5. Interventions were in place • Inconsistencies had also been identified for SEN reading and writing in Y2 and FSM Y5 reading. Interventions were in place 	
11.3	Discussion on LGB Reports	
	<p>In discussion, trustees acknowledged the incorporation of monitoring visits into school plans. Trustees commented on the importance of focussing on effective monitoring with a clear indication of impact and any necessary to be taken by the school. Trustees asked that, where required, governors receive continuing support on the purpose of a monitoring visit including the consistent use of the relevant documentation. Trustees urged all governors to participate in the training opportunities the trust offered.</p> <p>In respect of LGB minutes, trustees commented on some points and asked for clarification e.g.</p> <p>Iwade</p> <ul style="list-style-type: none"> • p.2. para. 6 why monitoring of evaluation by teachers for Grammar Hammer identified in term 2 had not been completed • p.3 para. 6 the reason why one class had a significantly lower percentage staying on green for behaviour compared to other classes being 'unknown'. <p>Bobbing</p> <ul style="list-style-type: none"> • Page 5 item 8 why so many action points had been designated 'tbc' <p>The Chair commented that further to attending Bobbing and Iwade LGB meetings in the spring term she had e-mailed feedback to the relevant Chairs. Further visits would be made in the autumn term to provide on-</p>	

	going support and guidance The Chair noted that she had been involved in meetings drawing up the school plan for 2016-2017. Final details would be available at the Board meeting on 14/9/16	Chair/EP by 14/9/16
12.	To Consider Trust Documentation	
	Further to advice provided in the up-dated version of the Academies Financial Handbook the trust's whistleblowing policy had been up-dated. Trustees were content to approve the up-dated version.	Clerk/SBM
13.	To Consider Governance Matters	
	See 7.2,7.3,7.4 above	
14.	Date of Next Meeting	
	Wednesday 14 th September 2016 at 4.00 Iwade School	
15.	Any Other Business	
15.1	Website	
	Trustees acknowledged the significant improvements that had been made to the trust's website and the hard work of ...	
15.2	Thanks to Graeme Lloyd	
	The Chair, on behalf of the Board of Trustees, thanked Mr. Lloyd for his significant contribution to the work of the Trust and noting that he would be continuing to support TIMU in the role of Member.	
16.	To Consider Confidentiality and Publication of Minutes	
	None	

The meeting closed at 7.00 p.m.

Signed _____

Date _____

