

Minutes of Meeting number TB 13 of the Trust Board held on Monday 17 July 2017 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. Liam McHugh (LM) and Mr. Karl Wiesmath (KWi).

In attendance: Mrs. Dee Stacey (DS) (School Business Manager)

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 meeting no. 12 on 24/04/17</i> • <i>LGB Chairs’s Report - Iwade school</i> • <i>Bobbing LGB Minutes – 10/07/17</i> • <i>SBM report July 2017 (including Management Accounts June 2017)</i> • <i>Staff list 2017-2018</i> • <i>Leadership Staffing Structure 2017-2018</i> • <i>Pupil progress data – Bobbing and Iwade schools</i> • <i>Areas for improvement identified from Ofsted inspections</i> • <i>Key priorities for the School Plan 2017-2018</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 all current trustees being present.	Clerk
3.	To Receive (and, if appropriate, accept) Apologies for Absence	
	None	Clerk
4.	Declaration of Business Interests	
	None declared other than those already registered.	Clerk
5.	Minutes of Trust Board No.12 24 April 2017	
	Item 7.3.2 Delete question marks Item 7.4 Delete question marks Item 9.2 First line of last paragraph to read the ‘that the trust was in contact’ Item 10.1 Second paragraph penultimate sentence insert ‘proposed’ before National Funding Formula. Last sentence insert ‘budget’ at end of sentence Item 10.1 Third paragraph third sentence ‘reponseses’ to read ‘responses’. Item 10.1 Third paragraph last sentence to read ‘the next consultation would be due in three years’ time unless changes were proposed in the meantime’. Subject to this amendment, the minutes were accepted as a true and accurate record and signed by the Chair.	Clerk/Chair
6.	Matters Arising from the Minutes	
6.1	7.1 and 7.2 Bobbing and Iwade Chairs’ Reports	

	AE explained that she had met with Mr. Graeme Lloyd (Bobbing Chair) and Karen Pilgrim (Iwade Chair) and provided feedback on aspects of their reports as discussed by the board.	
7.	To Consider LGB Reports/Minutes	
7.1	Board/LGB Communication	
	Trustees discussed the method of communication between local governing bodies and the board. Trustees agreed that, from September 2017, they should be provided with minutes of LGB meetings (to be available on the governor portal) for use as a basis of discussion with LGB chairs (who will be asked to attend board meetings).	LGB minutes to be available on governor portal – JL, on-going. LGB chairs to be invited to TB meetings – chair, on-going
7.2	Bobbing LGB Minutes	
	<p>Trustees thanked Mrs Lyrakos for an excellent set of minutes.</p> <p>Item 4.2 Trustees discussed the procedure for the appointment of local governors and confirmed that appointments were made after due consideration by the board. Trustees agreed that an increase in LGB membership would be desirable to share the workload more widely and enhance perspectives on the work of the school. Trustees agreed that the search for prospective governors should continue and that there was the opportunity to raise awareness of the matter with parents/carers of the new intake of 120 children in September 2017.</p> <p>Item 6.3 Trustees discussed the matter of including the school’s placings in sports events in the HT’s report. Trustees agreed that sports results were a good way of demonstrating achievement in the absence of other data. Trustees suggested ways in which results could be communicated including a section written by sports staff in the HT’s report and/or a sports newsletter. KW was asked to raise this with school principals.</p> <p>Item 6.4 Trustees discussed the procedure for recording complaints. Trustees noted the relevant section of the Complaints Policy: <i>“The Academy will keep a central record of all concerns and complaints received whether they were dealt with informally or formally, notes of meetings and telephone calls, together with any written responses.”</i> (May 2016)</p> <p>Trustees agreed that it was vital that concerns/complaints were recorded accurately, ideally on the formal complaints form provided for access by the EP if necessary. The EP was asked to raise this with both school principals.</p> <p>Item 7.1 The SBM advised trustees that the statement that ‘there is a healthy surplus for the school’ was inaccurate. The SBM was asked to clarify the matter with the Bobbing chair.</p> <p>Item 10 Trustees acknowledged the good work done on monitoring.</p>	<p>Recruitment of local governors to continue via e.g. SGOSS, 2017 new intake – Chair/Executive Principal</p> <p>KW to discuss with school principals – on-going</p> <p>KW to discuss with school principals - on-going</p> <p>SBM to clarify with Bobbing Chair – on-going</p>

	Trustees discussed what should be the outcome of a monitoring activity and agreed that it should show an understanding of the issue in question and how improvement had been/was being made. Trustees agreed that the first training session in the new academic year should focus on developing monitoring skills including the assessment of impact.	KW to arrange for governor training on 11/12/17
7.3	Iwade Chair's Report	
	Trustees thanked KP for a wide-ranging report showing a detailed list of monitoring activities undertaken by governors. Trustees observed that, in some instances, there was a need for quantification e.g. page 2 Personal Development points such as 'by how much' and 'whether this was sufficient' could be made in respect of the improvement in pupil behaviour. This would enable trustees to have an informed view of progress. Trustees commented that writing a summary could dilute the value of the message being conveyed. Trustees asked that the EP revisit the process of reporting on the WAGOLL principle.	KW to liaise with chairs/school principals – on-going
8.	To Consider the Executive Principal's Report	
	Trustees were pleased to note that following a Section 5 Inspection in May 2017 Bobbing School was judged as Outstanding and that following a Section 8 Inspection in May 2017 Iwade School was judged as Good. The board of trustees congratulated local governors, school leaders, staff and pupils in both schools on these impressive outcomes. Trustees noted that inspectors had identified a few areas for improvement: Bobbing School <ul style="list-style-type: none"> • Ensure that the most able pupils are given more opportunities to develop their writing in subjects across the curriculum Iwade School <ul style="list-style-type: none"> • Ensure that the curriculum is developed further to enable pupils to think more deeply and extend their knowledge and skills in subjects other than English and mathematics, so that they reach the outcomes of which they are capable. • Ensure that all staff promote pupils' positive attitudes towards themselves and their learning, so that they reach the outcomes of which they are capable. <p>Further to the outcome of the Iwade Ofsted Inspection the EP explained that CM (Principal, Iwade) would be leading an Outstanding</p>	

	<p>Teacher Project in 2017-2018 with three colleagues to identify the characteristics of an outstanding teacher and then coach other colleagues accordingly. The EP commented that it was important that the qualities of an outstanding teacher should be evident in any lesson not just one pre-prepared for an observation. Trustees noted that it was the school's intention to ask Ofsted for a follow-up visit in the expectation that it had moved forward to an outstanding grade.</p> <p>Trustees enquired whether the colleagues involved in the project would receive any additional remuneration and were advised that this would be the case for the duration of the project.</p> <p>Trustees asked for an interim report on progress to be presented at the January 2018 meeting.</p>	<p>KW/CM to request Ofsted follow up visit – spring term 2018</p> <p>CM to present interim report at 8 January 2018 meeting</p>
	<p>The EP drew trustees' attention to recent performance data from Bobbing and Iwade schools. Trustees noted that:</p> <ul style="list-style-type: none"> • at the EYFS (Early Years Foundation Stage) both schools had exceeded national standards in phonics and the expected and good level of development standards in reading, writing and maths in Y2 • at KS2, some areas for attention had been identified e.g. the score of 71.0% for reading at the expected level at Bobbing (= to the national figure) and the score of 18.0% for reading at a high level at Iwade School compared to the national figure of 19.0% • for non-statutory assessments, a few areas had been identified as targets for the next year group in September 2017 e.g. performance in writing at the expected level in writing in Y5 at Iwade • pupil achievement in Y5 at both schools was a good indicator of likely achievement in Y6 whilst there needed to be a continuing development of those children working at the higher standard • Pupil premium??? • Pupil progress measures showed 80-90% of children on track to make 24 steps of progress in reading, writing and maths by July 2018 (reading at Iwade excepted – 75.0%). <p>Trustees ascertained that issues identified as a focus for improvement</p>	

	would be forming part of the School Plan for 2017-2018. (See below)	
	<p>Trustees noted that the School Plan was set out to reflect Ofsted criteria. Key priorities covered included:</p> <p>Effectiveness of Leadership and Management</p> <ul style="list-style-type: none"> Trustees agreed that a governors' newsletter would be an effective way of improving communication between governing bodies and parents. <p>Quality of Teaching, Learning and Assessment</p> <ul style="list-style-type: none"> Trustees noted the Outstanding Teacher Project being introduced in September. <p>Personal Development, Behaviour and Welfare</p> <ul style="list-style-type: none"> Trustees noted an increased focus on punctuality and developing a strategy for stopping repeated incidents of low level disruption <p>Outcomes for Pupils</p> <ul style="list-style-type: none"> Trustees noted the focus on addressing issues with reading and writing as identified in self-evaluations and Ofsted comments. <p>Trustees were asked to advise the EP if they thought of any further issues that should be included in the school plan.</p>	Trustees to notify KW as appropriate
9.	To Consider Board and Local Governing Body Membership Updates	
9.1	Trust Board	
	<p>The clerk advised trustees that he had received Mr. Mark Foster's written resignation.</p> <p>Trustees agreed that the number of trustees on the board should remain at five for the time being whilst actively considering any new candidates with a relevant skills set.</p>	
9.2	Local Governing Boards	

	<p>Trustees noted that Mr. William Campbell-Wroe had come forward as potential local governor at Bobbing through School Governor One Stop Shop (SGOSS). Trustees considered Mr. Campbell-Wroe's CV and agreed that he would be an excellent addition to the Bobbing LGB. Accordingly, the clerk was asked to complete the necessary appointment procedure.</p> <p>Trustees noted there was currently no parent governor on the Bobbing LGB but acknowledged that a suitable volunteer might come forward from the parents/carers of the new intake in September.</p>	<p>Clerk to complete by 04/09/17</p> <p>See above 7.2</p>																
10.	To Consider a Finance Report including School Budget, 2017-18																	
10.1	SBM Report																	
	<p>Trustees considered a report from the SBM and noted the following:</p> <p>1. Financial Summary</p> <p>Compared to the forecast deficit of £72,159 (to be met from reserves) submitted to the EFA for 2016-17 a budget surplus of was now predicted. Whilst salaries, premises maintenance and educational supplies and services had exceeded forecasts unrestricted income was up.</p> <p>Capital income and expenditure had been distorted by the CIF funds already received and commitments entered into for sewage works at Bobbing. The YR playground at Iwade and installation of wall pocket dinner tables were included in 2016-17 expenditure.</p> <p>Trustees discussed whether a further budget review would be appropriate given that the last review was in December 2016. Trustees agreed that a budget review should be provided in June.</p> <p>2. Budget Submission</p> <p>The 2017-2018 budget had been scrutinised by the Finance and Audit Committee at meetings on 22 June and 11 July 2017 and recommended for approval by the board. Figures were as follows:</p> <table> <tr> <td>Income</td> <td>£3,395,021</td> </tr> <tr> <td>Pay Costs</td> <td>£2,459,628</td> </tr> <tr> <td>Non-pay costs</td> <td><u>£894,020</u></td> </tr> <tr> <td>Surplus</td> <td>£40,573</td> </tr> <tr> <td>Capital deficit</td> <td><u>£113,224</u></td> </tr> <tr> <td>Overall deficit</td> <td><u>£72,651</u></td> </tr> <tr> <td>Reserves b/f</td> <td>£644,962</td> </tr> <tr> <td>Reserves c/f</td> <td>£572,311</td> </tr> </table>	Income	£3,395,021	Pay Costs	£2,459,628	Non-pay costs	<u>£894,020</u>	Surplus	£40,573	Capital deficit	<u>£113,224</u>	Overall deficit	<u>£72,651</u>	Reserves b/f	£644,962	Reserves c/f	£572,311	<p>SBM to provide budget up-date in June each year</p>
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	<p>Trustees were content to approve the budget for 2017-2018 whilst noting the on-going need for prudence as evidenced in the five-year budget forecasts.</p> <p>3. Preparation for General Data Regulation (GDPR)</p> <p>The GDPR was due to come into effect in May 2018.</p> <p>Trustees discussed the impending regulation noting that there was a very significant amount of preparatory work involved and the obvious people (such as HT, SBM, IT Manager) to take the lead in preparing for the new arrangements were ineligible. Trustees noted that there was a great deal of uncertainty about the impact of the regulation in terms of the amount of time required to manage the process. Trustees agreed that ways should be explored of co-ordinating provision across a consortium of academies and/or whether a centralised provider (e.g. the local authority, UHY Hacker Young or Judicium) could provide the service.</p> <p>4. Sewerage Improvement Works at Bobbing.</p> <p>The start of work had been delayed because Highways England now required pipework to be bored underneath the A249 slip road rather than channelled. Work was now expected to commence during the October half-term.</p> <p>Trustees discussed the implications of the change of method including the heightened scale of work involved and associated costs. Accordingly, it was agreed that the SBM should investigate any cost implications and advise the board accordingly.</p> <p>5. Minibus renewal</p> <p>The renewal of the school minibus contract was due in September and the trust planned to take out a 5 year operating lease at a cost of £22,258. Three quotations had been obtained and the current supplier had emerged as the cheapest.</p> <p>Trustees discussed the value of the minibus and agreed that it saved a significant amount of money on taxis and was very effective for the large number of journeys that needed to be undertaken between the schools each day.</p> <p>Trustees agreed that the lease could be taken out.</p> <p>6. Policies</p> <p>Trustees noted that a number of school policies had been reviewed according to schedule.</p>	<p>SBM to investigate ways of co-ordinating GDPR requirements – on-going</p> <p>SBM to investigate any cost implications of change in engineering process.</p>
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	Trustees thanked the SBM and the finance tem for their comprehensive work on preparing the budget for 2017-18	
11.	To Consider Staffing	
	Trustees considered a staff list for 2017-2018 noting that three colleagues had joined the staff for September 2017. Trustees were informed that the deputy principal at Bobbing School would have a teaching commitment in 2017-18 to cover two last-minute staff resignations. Trustees agreed that plans for job-sharing where pupils would be taught by well-qualified and experienced staff were far better than recruiting unknown quantities at the last minute.	
12.	To Consider Meetings Calendar for 2017-2018	
	Trustees noted the meetings calendar for 2017-2018. The Clerk advised that the full list of dates would be placed on the governor portal.	Clerk by 22/07/17
13.	Any Other Business	
	None	
14	To Consider Confidentiality and Publication of Minutes	
	The board agreed that discussion pertaining to individual members of staff and local governors should be placed in the confidential section of the minutes	

The meeting closed at 7.15 p.m.

Signed _____

Date _____