

The Ark Federation - Local Governing Body Minutes – Part 1

Meeting:	4 -LGB	Date / Time:	15 th March 2018 at 5.45pm	Location:	Beer
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Attendees:	Initials	Director Role & Portfolio:
Jean Smith	JS	Chair
Gill McMenemy	GM	Vice Chair / Standards
Rebecca Porter	RP	Exec Head
Lesley Webb	LW	Safeguarding lead
Jeremy Trew	JT	Lead Christian Distinctiveness

Attendees:	Initials:	Director Role & Portfolio:
Rob Evans	RE	
Callum Mitchell	CM	Deputy Safeguarding
Alex Hosking	AH	Lead – Finance
Ernie Stobbs	ES	Lead – H&S
Clive Robertson	CRob	

Apologies:	Initials	Reason:
Lesley Brown	LB	Road closure

Absent without Apology:	Initials:

In Attendance:	Initials	
Carol Rapley	CR	Clerk
Iain Randall	IR	St. C's MAT School Improvement Officer

Minutes To:
MAT Board

Key: Challenge Actions/Decision

Min. No.	Actions & Decisions:	Owner:	Date Due:	Date Actioned:
1	Opening Prayer	JT		
2	Apologies & Business Interests and housekeeping			
2.1	Apologies recorded and sanctioned from Lesley Brown			
2.2	No conflicts of business interest recorded for items on the Agenda			
2.3	JS announced the resignation of Gill McMenemy after many years as clerk and governor. Everyone thanked Gill for all her hard work and dedication and wished her well for the future. A new Vice Chair of LGB to be on the next Agenda	CR		
4.	Minutes of the LGB meeting on 1st February 2018 and consider matters arising not on the Agenda			
4.1	The minutes were agreed and signed as a true record	JS		
4.2	Matters arising – - AS Friday Flyer – Action outstanding	RP		

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	<p>- Training for governors on 3rd March was cancelled due to adverse snow conditions. No new date yet.</p> <p>- AH to provide Photo and pen portrait for the websites as a matter of urgency</p>	AH		
4.3	Summary Response from MAT was noted			
3.	Welcome to Iain Randall (IR), the School Improvement Officer for St C's MAT			
3.1	<p>Iain distributed data sheets for both schools and explained that this data was made available annually in October. It came in 2 forms, the ASP (School performance) and the Dashboard which was the subject of this presentation. The Dashboard is the first tool that an OFSTED inspector will look at to compile threads or areas for inquiry during the visit.</p> <p>Groups or cohorts of 10 or less are not statistically significant however the dashboard data looks back over several years allowing comparative judgements to be made of these small groups.</p> <p>Page 1 of the data highlights any immediate areas for investigation. At Beer, absence was highlighted and at AS Phonics were met expected levels in Year 1. Floor standards and coasting are explained. Neither school was below Floor standards nor were they coasting (3 year analysis)</p> <p>Page 2 analyses the demographic and both schools should be performing above National Levels given these statistics.</p> <p>Page 3 looks at Attainment in the three areas, writing, reading and maths for each year group. It is important to understand the back story for an inspection and school improvement.</p> <p>Page 6 – Trends over time – Progress over 3 years, are shown for each area for all pupils, Low achievers at KS1, Middle at KS1, High at KS1 and disadvantaged. It shows where the schools are situated nationally. It also breaks this down into performance by all pupils, low, middle and high achievers and disadvantaged pupils, which allows analysis in greater depth.</p> <p>Pages 7/9/11 – Whisker graphs show the confidence levels of the data for each subject area.</p> <p>Pages 7/9/11 – Scatterplots show progress for each pupil in each subject area compared with their prior attainment. 0 = level progress, + = Value Added and - = below average progress.</p> <p>Pages 8/10/12 - Bar graph shows attainment in each area compared to National data.</p> <p>Each of these analytical graphs allow informed questions to be asked about performance areas and why there is good, expected or below average attainment and /or progress and what can be done to raise levels in the schools.</p> <p>This data is a tool for governors to raise questions of the school leadership team and ensure that resources are focussed in the correct areas.</p> <p>From this data, the key areas can be placed on the Strategic Plan for the year.</p> <p>There will be termly monitoring visits from the SIP (IR) and teachers need to know where and why each child is progressing or needs support.</p> <p>AH asked IR whether this data can be used to benchmark against other similar sized schools? IR believed that the Fisher Family Trust do this work.</p> <p>RP felt that November 21st, when this dashboard data became available is a little late to inform the Strategic plan for the year.</p> <p>JS thanked IR for a very useful and informative presentation.</p>			
5	Reporting and Monitoring			
5.1	Federation Development Plan (SIP), Leadership and Governance			
	This is covered in Item 5.4 below			

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5.2	<p>Teaching and Learning committee meeting on 8th March 2018</p> <p>GM advised that the Ethos Group at AS had met and as part of the community engagement in the SIAMS action plan, toilet twinning had been suggested. RP has written to both PCC's about this proposal.</p> <p>Open the Book volunteers were invited to a thank you morning organised by a parent member of the Ethos group, Caz Jeffries, many thanks to her. The volunteers will be invited to the school services at the end of each term. Caz Jeffries will be approached by RP about becoming a Foundation Governor.</p> <p>Parental consultation – responses from AS were 23% (25 questionnaires) and from Beer 16% (19 questionnaires). Analysis was underway however it was encouraging that 100% of respondents from both schools felt their children were happy and safe at school. Further analysis will take place at the next T&L meeting.</p> <p>The Admissions policies approved by the MAT were agreed and placed on the websites.</p> <p>Home/School Agreements were being revised by LB and after further consultation with staff and the school council this will return to T&L for agreement.</p> <p>The Attendance policy was revised and approved, removing the need for a letter of absence and clarifying the definition of late and unauthorised absence.</p>	<p>RP</p> <p>RP</p> <p>RP/CR</p> <p>LB/CR</p>		
5.3	<p>Resources committee meeting on 14th March 2018</p> <p>ES took governors through the minutes of the Resources meeting that had taken place the day before.</p> <p>Catering contracts were being re visited and Amanda Blackmore was currently looking at various options and will report back to the next Resources committee.</p> <p>Governor Funds are in the process of being closed and the funds re allocated - £1200 will be added to the school funds for lettings at Beer and the remaining funds will be allocated to a list of projects that are being prioritised by the Resources committee, all aimed at improving school performance.</p> <p>Contract Management has been terminated with TDS and a new contract, DAMA (Devon Academies Maintenances Agreement) with NPS has been agreed to commence on 1st April.</p> <p>The MAT Asset Management Plan has been issued together with an Action Plan over 3 years. This lists projects such as renewing windows and boys toilets at Beer school with a cost and timeframe.</p> <p><u>Budget – 2017/18</u></p> <p>Beer has a healthy budget and AS has a small deficit that could be covered by accruals from last year.</p> <p><u>Budget – 2018/19</u></p> <p>This is very draft and a series of meetings with the MAT finance officers, Amanda Blackmore and governor/s from Resources are planned over the next few months. The school contributions for 2019/20 are less than expected as the formula calculation has changed.</p> <p>The deadline for the projected 3 year budget approval is June 29th 2018 set by the MAT.</p>	<p>AB/CR</p> <p>AB/RP/ Resources</p>		
5.4	<p>Headteachers's report</p> <p>The Head teacher report that has been distributed shows additions in blue for governors to read.</p> <ul style="list-style-type: none"> - Website checks have been done and all changes put in place. - Easter services are on 28th March at Beer at 2.30pm and on 29th March at AS at 2.15pm 			

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	<ul style="list-style-type: none"> - GDPR comes into force on 25th May 2018. RP to find out what training governors will require. - School role number for September 2018 are looking good for AS but low at Beer - A teacher resignation for the end of the summer term has been received at AS. Plans to recruit asap are in place. - Ethos lead at AS to be discussed at the next T&L - SEN review will take place at AS on 22nd March 2018. The Local Authority will review the SEN provision, and this will be attended by RP, Stuart Ridge as SEN co-ordinator and Lesley Brown as governor for Pupil Groups. - Pupil test data for this term will be available on March 21st and will be e mailed to governors on the T&L committee. - Attendance:- sickness has been a problem in both schools. AS - below target of 97% and Beer – below target of 96% JS warned that Attendance levels will affect an OFSTED grading. 			
5.5	Safeguarding			
	<ul style="list-style-type: none"> - RP has arranged for Jonathan Galling from Babcock to run Level 2 training on January 7th pm at AS. Confirmation of time and location to follow but date for governors should be placed in their diaries. This will be a bi-annual course on Non-pupil days in January. - CPOMMS, electronic recording software for Safeguarding has been bought by the MAT – training will be given to all staff. - This term, PREVENT is the focus of staff briefings - LW to make a safeguarding governor visit to the school on 27th March 			
6.	Policies			
6.1	Safeguarding Policies approved by the MAT were adopted by the LGB			
7	Governance			
7.1	<p>ES made a H&S visit to review the Risk Register. His comments will be forwarded to Amanda Blackmore</p> <p>ES will complete a Governor Visit Form and send to RP</p> <p>LW plans to make a Safeguarding visit on March 27th</p> <p>JS advised governors that all leads must make either one visit or make contact with Teacher leads at least once a term as part of their role.</p>	ES		
		LW		
7.2	<p>LW attended a Governor Induction course run by Babcock for Academy governors. LW found the course very informative and clarified her role as a strategic governor for her area of responsibility, safeguarding, within the LGB.</p> <p>AH attended a Diocese Induction for Governors on 24th February.</p> <p>CM and AH to attend a Babcock Induction course – dates to be circulated</p> <p>JS advised that each lead governor should attend a course relating to their area of responsibility</p>			
8	The meeting moved to Part 2			
	Meeting Closed: 9pm Date of next LGB – 10th May 2018 at 6pm at AS			

Signed..... Date.....

Mrs Jean Smith, Chair of Governors, The ARK Federation, part of St. Christopher's MAT