

# The Ark Federation - Local Governing Body Minutes – Part 1

Meeting:	3 - LGB	Date / Time:	27 <sup>th</sup> November 2018 at 6pm	Location:	Beer
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Attendees:	Initials	Director Role & Portfolio:
Clive Robertson	CRob	Chair
Rebecca Porter	RP	Exec Head
Lesley Webb	LW	Safeguarding lead
Rob Evans	RE	

Attendees:	Initials:	Director Role & Portfolio:
Alex Hosking	AH	Finance lead
Callum Mitchell	CM	Deputy Safeguarding
Jeremy Trew	JT	Ethos and Communication lead
Ernie Stobbs	ES	Lead – Premises, H&S

Apologies:	Initials	Reason:
Jean Smith	JS	Illness
Callum Mitchell	CM	Personal
Amanda Blackmore	AB	Meeting

Absent without Apology:	Initials:

In Attendance:	Initials	
Carol Rapley	CR	Clerk

Minutes To:
MAT Board

Key: Challenge Actions/Decision

Min. No.	Actions & Decisions:	Owner:	Date Due:	Date Actioned:
1	<b>Opening Prayer</b>	JT		
2	<b>Apologies &amp; Business Interests and housekeeping</b>			
2.1	Apologies from Jean Smith, Amanda Blackmore and Callum Mitchell. All absences were sanctioned	CRob		
2.2	No Conflict of Business interest recorded for items on the Agenda	CRob		
2.3	The Local Governing Handbook 2018/19 was approved by the LGB	CRob		
2.4	No correspondence			
2.5	<u>Governor Vacancies</u> The nomination form for Hilary Cozens had been approved by the PCC and a reference provided by the Churchwarden, Gayle Chapple. <b>The form will be signed off by the Clerk and submitted to the Trust Board for approval.</b> Hilary has been shown around Beer school by RP and AB and a visit to AS is planned for December 17 <sup>th</sup> with CRob and RP.	CR RP/CRob		

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	<p>There are still vacancies for a Foundation Governor at AS and a parent governor at AS. In addition, JS is retiring at the end of the summer term which will create a further Foundation Governor vacancy.</p> <p>RP reported that the Aspire website had not produced any governor responses.</p> <p><i>CRob asked if anyone came forward after the Open Evenings or via the Newsletter?</i></p> <p>Nothing reported from the Open Evenings or the Newsletter even though it has been included each week for a while.</p> <p>JT suggested removing it from the Newsletter and rebranding the article. Agreed</p> <p>It was agreed that a paragraph would be added to the letter to parents of both school concerning the financial situation, see Item 3.2 below.</p>	<p>RP RP</p>		
3	<p><b>Minutes of the LGB meeting held on 16<sup>th</sup> October 2018 and consider any matters arising NOT on the Agenda</b></p>			
3.1	<p>The minutes were agreed as a true record and signed by the Chair.</p>	<p>CRob</p>		
3.2	<p>Matters arising:-</p> <p><u>Draft letter to parents</u> – RP read out a draft of a letter to governors:</p> <p>CRob commented:</p> <ol style="list-style-type: none"> <li>Specify the challenges faced of increasing the number of Reception pupils and the problem of In-Year applications at Beer.</li> <li>Personalise a paragraph about AS</li> <li>Paragraph about needing new Governors in both letters</li> </ol> <p>LW commented:</p> <ol style="list-style-type: none"> <li>Add a paragraph emphasising the difference between Beer and other non C of E schools</li> <li>Explain that being a school governor is a challenging but rewarding role</li> </ol> <p>AH added:</p> <ol style="list-style-type: none"> <li>Ensure that the message to parents is clear and unambiguous</li> </ol> <p>The LGB agreed that this was a great start and that RP will amend, send to AH for review and post it out with the Newsletter to parents</p> <p><u>Leave of Absence</u></p> <p>RP reported that the Leave of Absence policy had been given out with the S2 forms to parents who had requested leave during the school term. So far there has been reaction to the policy but it is early days.</p> <p><u>SIP</u></p> <p><i>CRob asked about the SIP presentation to all staff?</i></p> <p>RP stated that both HoS have a copy and will disseminate to staff in each school. Staff are aware of the contents and links have been made to the document during staff meetings although staff have not formally been through the document together. RE and RP had discussed blocking staff meetings to ensure full coverage and continuity against the SIP objectives. RP and RE agreed that they would devote all staff meetings in January 2019 to the SIP.</p> <p>RP stated that both HoS have a copy and will disseminate to staff in each school. IR had suggested that the SIP could be the subject of</p>	<p>RP/AH</p> <p>RP/RE/RG</p> <p>RP/RE</p>		

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	<p>staff meetings. RP and RE agreed that they would devote all staff meetings in January 2019 to the SIP.  <i>CRob endorsed this as he felt that frontline staff need to be aware of the specific challenges to improve performance?</i>                  RE replied that the Data workbooks had been discussed at a weekly staff meeting. Staff are now aware that improvement in progress is a whole school Y1-4, issue, not merely Year 4. RP added that lesson design had also been a focus of several meetings.  <i>AH was keen that the SIP was approached strategically rather than taking a piecemeal approach.</i>                  This was acknowledged by RP and RE  <i>CRob asked what governors could do to support the process?</i>                  RP explained that they had received training from Janet Ross on School Action Planning and as a result it has been agreed that a review at the end of the Autumn and Spring terms plus a more thorough review in the Summer term would take place to look at progress/outcomes of these actions. Staff are due to submit data on 10<sup>th</sup> December for the Autumn term for the Trust. <b>There will be an end of term discussions on Maths, Literacy etc and lead Governors are welcome to attend these meetings. Dates will be circulated.</b>  <i>AH asked about the outcome of governors sitting in classes?</i>                  RP was happy to arrange this however CRob felt that perhaps this could take place after the initial meetings with subject leaders as agreed above.                  RE stated that next term there will be lesson studies in Maths and sharing of Best Practice which governors could be involved in if they wish.                  RP stated that ideally she would like governors to report back to LGB upon the standard of progress in the schools.</p> <p><u>Safeguarding Policy</u>                  Policy has been placed on the websites</p>	<p>RP/RE</p>		
4.	<p><b>Reporting and Monitoring</b></p>			
4.1	<p><u>Governor 's 3 year Strategic Plan</u>  <b>CRob would like to discuss the actions on the Strategic Plan at the additional LGB meeting on 7<sup>th</sup> February 2019. It was agreed that the actions would be updated and RAG rating reviewed at that time.</b></p>	<p>CRob/All</p>		
4.2	<p><u>Resources</u>  <u>2017/18 Carry Forward</u>                  The final Carry Forward figures for 2017/18 have yet to be finalised. AB anticipates this to be agreed by January 2019.  <u>Health and Safety</u>                  ES reported that he had made a H&amp;S visit to AS and planned to visit Beer tomorrow, Nov 28<sup>th</sup>.                  RP stated that the Trust had organised for Keith Furzeland to visit both schools to carry out a Fire Risk Assessment with the admin staff. Beer had been completed this week and AS is planned for week beginning Dec 3<sup>rd</sup>.    <u>Daily Mile Running Tracks</u></p>	<p>ES</p>		

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	<p>PE funding from 2017/18 and 2018/19 has been grouped together to enable funding to install 1.5m wide rubber mulch running tracks around the playing fields at both schools. AB has gained 3 quotes and approval from Resources committee to go ahead and arrange for these to be in place by the Summer term.</p> <p><u>Finance Sub Group</u>  <i>CRob asked for an update?</i>  ES explained that the meeting will take place in the new year after the Year End figures had been agreed. . <b>CRob requested that the sub group report to the LGB on February 7<sup>th</sup> 2019. Agreed</b> Requested that the group would complete its work programme and report back.</p>	<p>AB</p> <p>ES/AB/AH</p>		
<p>4.3</p>	<p><u>T&amp;L committee</u>  <u>Pupil Data Analysis</u>  RP explained that the main business of the meeting was analysis of FFP pupil data and the Data workbooks with Iain Randall (Trust). Since this meeting the IDSR data has been made available and circulated. IR was keen for governors to look at the data and ask questions.  As a summary:</p> <ul style="list-style-type: none"> <li>- AS has performed consistently over the last 3 years, however the current Year 6 will need intervention to assist their performances.</li> <li>- Beer has performed well in Attainment however the progress levels are not high enough for a school in its socio economic area. This is shown in both IDSR and FFT data.</li> </ul> <p><i>JT highlighted that in the past it was difficult to show good progress at both KS1 and 2 because of the system used, is this still the case?</i>  RE felt that KS1 moderation had shown that KS1 levels had been accurately assessed and in many cases the KS2 scores were not far short of the progress required.  <i>LW asked what was being done at AS to improve progress levels that could be done at Beer school?</i>  RP explained that funding for interventions and the Accelerated Reader scheme were beneficial at AS. Funding for interventions at Beer in KS1 would enable a solid base of understanding for children progressing to KS2.  <b>CRob noted that governors had agreed to spend Governor funding on interventions rather than less focused targets to improve standards and the amount would be determined in the new Year after the Year End figures were finalised and spare funds, if any, were identified</b></p> <p><u>Publicity Sub Group</u>  A report on the publicity sub group will be circulated after the meeting.  LW advised that the group met on Nov 7<sup>th</sup> at Beer and discussed the result of the following actions:</p> <ul style="list-style-type: none"> <li>- Approaching Seaton Church congregation with information about Beer school</li> <li>- Distributing information leaflets and posters in Seaton and Colyton about Beer school at the Gateway and the Health centres</li> </ul> LW reported that this had resulted in a disappointing attendance at the Open Day.	<p>CR</p>		

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	<p>IT suggested a poster at Tesco in Seaton – Agreed</p> <p>ES suggested providing local developers such as Bovis homes with information about Beer school to include in their package for prospective buyers – Agreed that ES would speak to Anna Vine and ensure that information was placed on developer’s websites and in their information packs.</p> <p>LW reported that a visit to Puffin pre-school had revealed a healthy number (approx. 15) of children who would be progressing to Reception at Beer in 2019. This was a positive and would assist pupil numbers to increase from the bottom up in the school. Indicative numbers from Wisers Owls pre-school at AS for entry in September 2019 are currently 18.</p> <p>LW to look at using the Beer, Seaton and Colyton village on line Noticeboards to advertise the school.</p> <p>LW advised that a further meeting was planned for the Spring term.</p> <p>CRob asked that thanks from the governors be passed on to Anna Vine for her hard work on the publicity.</p> <p><u>Ofsted</u></p> <p>AH raised the issue that it has been 10 years since the last Ofsted at Beer ?</p> <p>It was noted that Ofsted will be duty bound to investigate any issues flagged up on the front page of the IDSR. RP also added that Ofsted will look at the School website beforehand so that when they alert schools to their visit they will be prepared beforehand. As we have no way of knowing their programme, it is important to keep the websites and paperwork up to date, and be fully aware of the issues that will be raised about school performance. Ofsted will ask whether school priorities in the SIP and Strategic Plan match those issues highlighted on the front page of the IDSR and we must be able to show that key strengths and weaknesses are known and being addressed.</p> <p>RP informed governors that either Jo Evans or Iain Randall from the Trust will be present at an Ofsted inspection.</p>	<p>AV/LW</p> <p>ES/AV</p> <p>LW</p>		
4.4	<p><u>Head teacher’s Report</u></p> <p>The report had been circulated to governors beforehand. A number of items in the report had already been discussed, IDSR, Data workbooks, Staff meetings, Collaborative expertise etc.</p> <p>SIAMS – A self-evaluation workshop will be attended by RP on December 18<sup>th</sup>. The Action Plan has been shared with staff at Beer, AS to follow.</p> <p>AH asked why the SIP Action Plan was mainly Rag- rated Red?</p> <p>RP explained that the Action Plan had only been finalised a month ago and as the actions were planned over a 12 month period, it was for this reason that so many actions were still Red at this stage.</p> <p>RP stated that a key Action 2.2 – gap analysis - this will take place shortly after which many actions will start to progress towards green. Action 1.2 – Lesson and task design- this was already in hand and by January 2019 this action will be amber.</p> <p>ES raise the issue of levels of Attendance?</p> <p>RP accepted that levels were still below targets. There were a number of reasons for this including a pupil marked as a persistent absentee who had moved away in the summer break but not yet registered with another school (pupil stays on Beer register until registered elsewhere). Other absences have been on compassionate grounds and one pupil for a holiday.</p>			

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4.5	<p><u>Safeguarding</u>                      RP advised that Nov 30<sup>th</sup> is the deadline for the submission of the Audit.                      LW noted that the question of Transgender policy had been discussed. RP explained that there was no Staff Champion at present. Governors have amended policies such as Uniform to remove any gender differential.                      Currently, should a child require separate facilities they are permitted to use the staff facilities.                      RE advised that LGBT issues were not specifically raised as a separate subject but were discussed when appropriate in Class 4.                      RP noted that the Diocese has issued guidance for Church Schools on LGBT children.                      CPOMMS log in has been received at AS and teaching staff have been trained. TA's and the whole of Beer have yet to be given training.</p>	RP/LW		
4.6	<p><u>GDPR.</u>                      No issues to report</p>			
<b>5.</b>	<b>Policies</b>			
5.1	None			
<b>6</b>	<b>Governance</b>			
6.1	<p><u>Monitoring Sheets – School events</u>  <i>CRob asked for clarification about what school events required a Governor Visit form?</i>                      Generally, a visit connected with the governor role or school performance requires completion of a Governor Visit Form whereas visits to Nativity plays, coffee mornings, etc. will simply be entered on the monitoring spreadsheet by CR.</p>			
6.2	<p><u>Official governor visits</u>                      ES asked for the Governor Visit template form to be re-circulated.                      All governors had plans to make school visits within the next few months.                      Several governors have already submitted forms which should go to RP initially and then forwarded to CR</p>	CR All		
6.3	<b>Governor Training Log</b>			
	This is an ongoing process and any training event attended should be entered on the log by CR	All		
<b>7</b>	<b>AOB</b>			
	None			
	<b>Meeting Closed: 8.20pm</b>			
	<p><b>Date of next LGB – Thursday 24<sup>th</sup> January 2019 at AS</b>  <b>T&amp;L - 10<sup>th</sup> January at 4.30pm,</b>  <b>Resources- January 10<sup>th</sup> at 6pm</b></p>	All		

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

Mr Clive Robertson, Chair of Governors, The ARK Federation, part of St. Christopher's MAT