



Minutes of the meeting of the Joint Local Board held on 25th January 2016 at Seagry Primary School

Present	Apologies
<p>Claire Kennedy (CK): DBAT-appointed and Chair Jill Rowe (JR): Ex-officio (as Executive Principal) Shirley Palmer(SK): Foundation member Margaret Palmer (MP): Foundation member Andrea Kaye (AK) Staff member (Christian Malford) Debbie Luter (DL): Staff member (Somersfords) Emily Edmondson (EE): Staff member (Seagry) Rev Evelyn Bone (EB): Ex-officio (Draycot Benefice) Heather Lee (HL): Ex-officio (Seagry and Somersfords) Paula Jenkins (PJ): Community member (Christian Malford) Julia Harle (JH): Community member (Seagry) Patrick Neville (PN): Parent member (Somersfords) Nick Jarman (NJ): Parent member (Christian Malford) John Swainston: (JS) CEO of DBAT Rich Jefferson (RJ): observer Samantha Forrest (Clerk)</p>	<p>There were no apologies.</p>

Item no.	Notes/actions	Who by
1.	<p>Opening prayer EB conducted the opening prayer.</p>	
2.	<p>Welcome and apologies CK welcomed members to the first meeting of the new Joint Local Board (JLB), which represented the bringing together of the two former Local Boards, and introductions were made.</p>	
3.	<p>Appointment of Chair and Vice-Chair CK confirmed that she had been appointed by DBAT as Chair until September 2016, when it was expected that a Chair would be elected by the JLB. There had been no nominations for Vice Chair; CK asked all members (other than staff members, who were not eligible) to consider whether they would be able to serve in this capacity. The Chair explained that, as only one parent member from Christian Malford (CM) and Somersfords' Walter Powell (SWP) had applied, no elections had been held. There was still a vacancy for the Seagry parent member. Similarly, one member of staff from each of the three schools had come forward, so elections had not been necessary. These members were therefore appointed and the JLB formally accepted their appointment. Members had been allocated to the three new committees. SP agreed to chair the C&S Committee, PN agreed to chair the Resources Committee and CK agreed to chair the Staffing and Pay Committee. It was expected that the latter would be an ad hoc committee, meeting as when required.</p>	

4.	<p>Declaration of interests</p> <p>The Clerk had asked that the DBAT forms be signed declaring any pecuniary interests. Forms were duly returned (together with completed data protection consent forms from members who had not served on one of the predecessor LBs). The Clerk would chase up outstanding forms and compile the Register of Interests, to be posted on the school websites.</p>	Clerk
5	<p>Minutes of previous meeting</p> <p>The minutes of the November 2015 meetings of both predecessor Local Boards were approved as a true and accurate record of the meetings and signed by the Chair.</p>	
6.	<p>Matters arising</p> <p>A paper had been circulated giving an update on matters arising from the minutes of the previous meetings of both former LBs and not covered later in the agenda. These were:</p> <p><u>CM</u></p> <p><i>The application for capital expenditure items against Travel Plan had been accepted, with a decision about funding not expected before April.</i></p> <p><i>Governance of Acorns: PJ, SP and Liz Gibbons (LG) had met Hullavington preschool and were in correspondence with another school about their experiences. LG was obtaining a quote for legal costs from Browne Jacobson. The next stage was to conduct due diligence and set a timetable.</i></p> <p><i>Proposed e-safety presentation: CK confirmed that Sarah King would be co-opted onto a committee to continue to work on arranging this presentation for all three schools.</i></p> <p><i>Safeguarding audit: JR confirmed that the Safeguarding audit documentation had been cross-checked against the guidance received from Wiltshire Council after the audit had been conducted to ensure compliance and accuracy.</i></p> <p><i>Critical incident plan for CM: CK was following up with Camilla Glass to put a local document in place to supplement the DBAT strategy.</i></p> <p><u>Seagry and Somerfords</u></p> <p><i>New websites for SPS and SWP: the quotes seen by the previous LB had been followed up and the firm engaged to develop a new website for each school at minimal expense. This would put in place the structure and headings for each site, but the content would need to be written.</i></p> <p><i>How impact of new pupil with EHC being monitored at SPS: JR was in regular contact with parents and staff and had had a PEAR meeting on 20th January to discuss future targets with outside agencies.</i></p> <p><i>How increasing need for wrap-around child care being addressed: in response to this issue identified via the autumn open days, a survey of parents would be conducted to establish the level of interest. Possible solutions involving outside providers were also being investigated.</i></p> <p><i>E-safety: the annual issue of Responsible Use sheets was now included in school protocols.</i></p>	
7.	<p>Code of conduct</p> <p>The LB adopted the the DBAT joint Local Board Code of Conduct and all members signed a sheet to confirm that they would abide by it.</p>	

8.	<p>To adopt the DBAT Scheme of Delegation</p> <p>The LB formally adopted the Scheme of Delegation and acknowledged agreement from DBAT that the sections that related to ‘good’ schools would apply to the LB across all three schools. JS added that the document was under review and a revised version, which took account of changed circumstances across the MAT, would be produced in due course.</p>	
9.	<p>LB vision statement and 2015/16 objectives</p> <p>The Chair asked for comments on a draft vision statement in which she had tried to incorporate the mottoes of each school. EB asked that the Christian ethos be built into the statement and it was agreed that an overarching sentence would be added. Further suggestions included more emphasis on excellence, attainment and creativity. CK agreed to amend the statement accordingly for agreement at the next meeting.</p> <p>The Chair presented a draft set of JLB objectives for the remainder of the academic year. These had been drawn from the SDP targets of each school, which had a number of common themes. JH agreed to draft an overarching statement to reflect the core Christian values. Amendments to the first objective were suggested and it was agreed to add an objective focussing on the JLB’s role in retaining and improving pupil outcomes. CK would revise the objectives in line with the comments received for agreement at the next meeting.</p>	<p>CK</p> <p>CK</p>
10	<p>Members of the month and subject leadership</p> <p>The Chair outlined the role of the Member of the month’, how this related to subject leadership and how it might work in the new structure. Both the schedule for the current academic year and the proposed allocation of subject leaders was agreed (with one or two amendments). The Clerk would circulate the updated documents to members.</p>	<p>Clerk</p>
11.	<p>Reports from committees</p> <p>The two CM committees had met in January in advance of the establishment of new committees of the Joint Local Board. The minutes of the Resources Committee meeting had been circulated and there were no further questions from the JLB. SP gave a brief verbal feedback from the C&S meeting, which had looked at: the SDPs and SEFs for each school; the annual planner; the monitoring and evaluation cycle, the LB Action Plan, two policies; and Safeguarding. The minutes would be circulated to the JLB.</p>	<p>SP</p>
12.	<p>Performance data</p> <p>AK outlined the process being undertaken to develop and refine the new tracking and monitoring system post ‘levels’. A good deal of effort was being made to get it right and to bring the three schools together under one approach. The system was based on ARE, linked to a set of objectives for each child. These were scrutinised at the end of each term to track progress, with the aim of achieving a minimum of 85 per cent of the objectives by the end of the year. AK tabled a document giving end-of-year ARE predictions for the current academic year to give members an idea of how the system was evolving. JR reminded members of the need for confidentiality in view of the very small cohorts in some cases, which required a narrative to support the figures. CK asked how comfortable the staff were with the new system. JR replied that, while staff had always been comfortable with monitoring and tracking, it would take a little time to bed in, not least because of the challenge of moving from the well understood and defined ‘levels’ to a situation where schools were left to develop their own measures from scratch. However, this was on the right track and they were working towards a consistent approach across the three schools, led by CM and managed by AK. JH commented on the usefulness of having the figures presented with and without travellers, but said she would also like to see the progress made by travellers presented in the data. AK replied that this was being tracked closely and, in some cases, the progress made was as good as or better than that of other pupils. In general, attendance amongst this group was improving, as was engagement in school and community events.</p>	

<p>13.</p>	<p>Headteacher's report</p> <p>A written report had been circulated, presenting updates against each heading in a way that was specific to each school but showed commonalities where those applied and allowed comparison across the piece. JR highlighted the achievement of obtaining EHCs for two pupils at CM and two at SWP, which had required a great of work and effort to compile the evidence base. Prior to this, those pupils had received the same level of support but the EHCs formalised this and secured some funding towards providing that support.</p> <p>JR confirmed that adequate cover was being provided at SWP in view of the situation with staff sickness. JS picked up on the decision to involve TAs in staff meetings at SPS and asked whether this would be rolled out across the three schools. JR explained that this had been introduced at SPS in response to a request from the TAs but the difficulty was that TAs were often unavailable at lunchtime (if a TA was also an MDSA) or after school. However, it would be kept under review. The broadband situation was discussed, where an upgrade was now urgent, particularly in view of the forthcoming national tests. These could not be uploaded with the current speeds. JS advised making sure that LG, who was looking at a DBAT-wide proposal, was aware of this urgency. JH referred to the NOR at SPS and volunteered to contact Seagry Parish Council to discuss how the school could best be reflected in the Village Plan.</p>	<p>JH</p> <p>JR</p> <p>JH</p>
<p>14</p>	<p>School development plans and Self Evaluation Forms</p> <p>There was an SDP and a SEF for each school. SP explained that, while a SEF was no longer a requirement, they had chosen to have this in place as a good practice measure. It was, of necessity, a fairly fixed document setting out strengths and areas for development against each of the categories. It was linked to the SDP which was a much more dynamic document that would be updated on a regular basis. All of the documents were stored in Dropbox and members would be given viewing and editing rights as appropriate. Members were asked to annotate the SDPs in green type and to record the term and date with their comments. JR added that she was currently implementing a programme to observe and assess the quality of teaching in all three schools, the outcome of which would be reflected in the SDPs.</p>	<p>All</p>
<p>15.</p>	<p>To approve Admissions policies for 2017/18</p> <p>The consultation period had ended on 18th December, with no comments received other than from Wiltshire Council. The requested amendments had been made and the policy for each school was presented for approval. This was given. The Clerk would forward the copies to Clare Stansfield (who had been consulted prior to the formal consultation exercise) before being sent to Wiltshire Council for publishing as each school's determined arrangements.</p>	<p>Clerk</p>
<p>16.</p>	<p>To adopt DBAT HR policies</p> <p>CK outlined the different levels of authority and approval associated with DBAT policies, with the majority being at level 1 (DBAT-wide policies for adoption by all academies). On that basis, the following level 1 DBAT policies were adopted by the JLB: Adoption leave; Agency workers; Induction for LB members; Parent election procedures; Staff election procedures; Dignity at work, Pay policy; and Central SEND policy. CK explained that the former CM LB had adopted the DBAT Whistleblowing policy, but that the former Seagry and Somerfords LB had requested clarification of section 7. The Clerk added that she had received assurance that the LB's comments would be taken account of when the policy was reviewed. On that basis, the JLB adopted the policy. The following level 2 policies were adopted: Appraisal of support staff; and Pupil attendance (a specific annex relating to each school's procedures had been added to the latter). JS said that DBAT welcomed feedback on its policies to assist with the review process.</p>	

17.	Schedule of LB meeting dates for the year Dates of LB meetings for the remainder of the academic year were presented and agreed, with the next one scheduled for 14 th March. The venue would rotate around the three schools, with a guided tour being offered for new members prior to forthcoming meetings. Committee dates would be arranged by the committee Chairs.	SP/CK/ PN
18.	Closing prayer EB conducted the closing prayer.	

(Blue text denotes particular questioning or challenging of the SLT and the replies given.)

The Chair closed the meeting at 8.30pm.

Signed.....

Date.....