



Minutes of the meeting of the Joint Local Board held on 28th November 2016 at Seagry Primary School

Present	Apologies
Claire Kennedy: Chair (CK) Jill Rowe: (JR) Andrea Kaye: (AK) Heather Lee: (HL) Emily Edmondson: (EE) Debbie Luter: (DL) Nick Jarman: (NJ) Margret Palmer (MP) Paula Jenkins: (PJ) Evelyn Bone: (EB) Richard Jefferson: (RJ) Julia Harle: (JH) David Stokes: (DS) – Part-time Su Johns: (SJ) Minutes	Samantha Forrest (SF) - Clerk Shirley Palmer (SP) Elaine Naughton:(EN)

Item	Minute	Action
1.	Opening prayer EB conducted the opening prayer.	
2.	Welcome and apologies CK welcomed everyone and extended apologies from SF and SP. The LB member apology was sanctioned by the Local Board (the other being in the non member category). Apologies were assumed from EN, following a change of meeting date. SJ was introduced to take the minutes in SF's absence. Before the Chair went into the agenda proper, JR provided an overview of the Ofsted Inspection at Christian Malford, which had included lesson observations, data analysis, staff interviews and scrutiny of recruitment procedures, SIP and governance. She reported that the suggested outcome was Good in all categories and that the recommendations for areas of improvement were considered reasonable. The official report would be published in 5-6 weeks' time which, unfortunately, might be too late to impact on the primary school application deadline. PJ suggested the report might have a greater, positive, impact on admissions for 2018. All agreed that the outcome should be celebrated once the report was published and that thought should be given to publicity. The school development plan would be updated to reflect the Ofsted recommendations.	JR
3.	Declarations of interest No declarations were made, either specific to tonight's agenda or to update the recent written declarations (and nil returns).	
4.	Minutes of previous meeting The minutes were agreed as a true and accurate record of the	

	meeting held on 26 th September.	
5.	<p>Matters arising</p> <p>Item 3. Succession Planning: CK reinforced the importance of succession planning and said that interest in the position of Vice Chair or in shadowing her as Chair would be welcomed.</p> <p>Item 8(a). Pre-School Governance: The LB was updated on the process, which was moving forward for all three pre-schools, although a response from Ofsted was still awaited. The EYFS team from Wiltshire Council had advised that there was no need to wait for approval of age extension before applying to receive Wiltshire Early Years funding. Paul Smith had made a submission on the previous Friday for a January transition date. JR had met with Somerfords' Walter Powell and Christian Malford but had not yet been able to arrange to meet with Seagry's Pre-School Manager. CK would follow up on this.</p> <p>Item 8(b). Mobile Classroom: DL reported that Modulec was the chosen contractor and that a meeting was scheduled for Wednesday to agree the timescales. The construction phase was likely to start around Easter, with groundworks starting in February. The new survey was currently in progress.</p> <p>Item 10. Visits protocol: CK reminded members of the need to follow the protocol when arranging and conducting school visits.</p> <p>Item 11. JLB Training: CK requested that notes from participation in any training be circulated to LB members. This was usually done via SF and had been raised by Ofsted.</p> <p>Item 13. Performance Data: CK would circulate the new pupil performance proforma which had found favour with Ofsted.</p> <p>Item 16. Marking and Feedback: a generic policy had been approved at the previous meeting and was being tailored for each school.</p> <p>Item 17(a) Outdoor Learning Area funding: DL reported that Christian Malford had come third in the Tesco Bags for Help scheme and would receive £8,000.</p>	<p>All to note</p> <p>CK</p> <p>CK</p>
6.	<p>Member of the month feedback</p> <p>SP had been member of the month for October. She had met with the SENCOs across all three schools. Concerns had been highlighted over the length of time required to complete the SEND audit in order to meet the Wiltshire Council template. EE added that the audit comprised four parts and was regarded as good practice, but that progress had been slow, due to interruptions.</p>	
7.	<p>Questions arising from committee minutes</p> <p>The Staffing and Pay Committee had met on 8th November and the minutes had been circulated. CK further reported that a staff feedback and wellbeing survey had been distributed to all staff, with a deadline for returns of 30 November 2016. Minutes from all the committee meetings that had taken place had been circulated. No further questions were raised.</p>	
8..	<p>Executive Principal's Report</p> <p>JR presented a written report and highlighted a few key points for members:</p>	

	<p>NoR: at CM, this had risen by 2 to 76 (this figure included removal from the NoR of pupils who had long been designated as Missing from Education). SPS numbers had risen to 26, while the NoR at SWP stood at 48.</p> <p>Staffing: JR highlighted some staffing issues from her written report and confirmed that any major changes were being communicated to parents via the school newsletters. The appointment of AK as Deputy Principal across the three schools was confirmed and had been communicated to CM parents.</p> <p>After-school care: this was proving increasingly popular at SPS. EE was now able to step back, with Teaching Assistants taking on more of the hours.</p> <p>SPS Outside space: members thanked EE for her hard work in transforming the outside space, partly in her own time.</p>	
9.	<p>School Development Plans (SDP)/ SEFs</p> <p>JR updated the LB on progress on the SDP as well as the SEF for each school. The SDP had been updated but would be further amended to reflect Ofsted's findings. There was more work to do on the SEF for SWP and that for SPS was yet to be done. The LB recognised that the SDP was a working document that would necessarily change during the year. Members; requested that changes be highlighted in a different colour to ease identification.</p>	<p>JR</p> <p>JR</p>
10.	<p>Strategy Group</p> <p>CK reported that the first meeting had been held in October, with discussions centring mainly on the overall education environment and the DBAT setting. A SWOT analysis for each school had been completed. Committee Chairs had agreed to review the outputs within their committee and develop actions as needed. The next meeting was scheduled for 27th March 2017.</p>	<p>CK/SP/RJ</p>
11.	<p>Annual Safeguarding Audit</p> <p>SP & JR had together completed the audit for each school and had submitted the results to DBAT. JR advised that both Wiltshire Council and DBAT required submission of the paperwork but each on their own templates. JR agreed to raise this at the next Heads meeting. DBAT had analysed outcomes and visits were booked (DBAT having employed someone to carry out a half-day visit to each of its schools to look at the robustness of the safeguarding systems and procedures). At CM, the visit was due to take place on 9th February 2017 and at SWP/SPS on 23rd May 2017.</p>	<p>JR</p>
12.	<p>Adoption of DBAT Policies</p> <p>There were two DBAT policies for consideration: an updated Whistleblowing policy and a new Procurement Policy, which had been written by SF on behalf of DBAT. Both were level 1 policies and, as such, were adopted by the LB.</p>	
13.	<p>Approval of Local Policy Documents</p> <p>SP and JR had completed the required Equality Information, according to the template provided by Wiltshire Council and this was approved by the LB. A new Positive Handling Policy</p>	

	had been through the C&S Committee and was also approved by the LB.	
14.	<p>Consultation on Admissions Policies</p> <p>CK confirmed that consultation was again taking place on all three policies. She explained that this was required following changes to last year's policies, which were requested by DBAT. SF had confirmed this with the Wiltshire Council Admissions Team. In SF's absence, CK was coordinating the consultation process, using the plan and the material already drafted by SF. In line with requirements, the consultation period was to run from 28th November 2016 to 9th January 2017. CK ran through some of the actions, which included adverts in <i>Signpost</i> (December) and the <i>CM Parish News</i> (January). For existing parents, notification would be via the school newsletters. All communications would give the web addresses where the draft policies could be found. The Parish Councils and PCCs were also being contacted as local stakeholders. HL agreed to send DL details of PCC contacts. CK agreed to contact Admissions at Wiltshire Council to ascertain whether they had seen the documentation.</p>	<p>DL</p> <p>HL</p> <p>CK</p>
15.	<p>Finance Update</p> <p>DL confirmed that budgets had been uploaded by DBAT but that she was still waiting for official year-end figures. DL would provide updated forecasts for all three schools at the next meeting. DBAT's Internal audit of SWP/SPS was scheduled for Thursday 1st December.</p>	DL
16.	<p>Health & Safety Audit</p> <p>The maintenance and H&S walk had been carried out at all three schools by DL and CK. The five year maintenance plans would be updated and provided to the Resources Committee for review at their next meeting. All the schools now subscribed to Wiltshire Council's H&S Audits and these were planned for the new year. The audits were designed to provide guidance and recommendation and were not an inspection.</p>	CK
17.	<p>Executive Principal's Performance Review</p> <p>JR, AK, EE and SJ left the meeting for this item. It was confirmed that the Executive Principal's Performance review had taken place in October. The panel had been supported by Lynne Swainston from DBAT. Targets set for the year to July 2016 had been discussed in light of the evidence provided by JR. A pay recommendation had been made to the DBAT Main Board and SMART targets set for the current academic year. Progress against the targets would be reviewed at the half-year meeting in Term 4.</p>	
18.	<p>Clerks Update</p> <p>LB Update: CK reminded members that the next issue was due out in the last week of term. She would be putting it together this time and said that photos were needed from each school – DL agreed to send a selection to CK. Articles were agreed as:</p> <ul style="list-style-type: none"> • SP – Data • RJ – H&S/Maintenance • CK – Friends of School (appeal for help) 	<p>DL/CK</p> <p>SP/RJ/CK</p>

	<ul style="list-style-type: none"> • CK – Ofsted inspection. <p>The deadline for contributions was Tuesday 13th December</p> <p>Impact/evidence: CK highlighted a new facility on The Governor system entitled Impact. This was where the evidence of LB contribution and impact would be logged in the future (by SF) and it included the ability to flag system minute agenda items in order to create further impact statements on the system. This did, however, depend on the system being used fully for LB and committee meetings.</p>	All to note
19.	<p>Reviewing Progress against Local Board Objectives:</p> <p>EB had attended Governor training which had suggested the good practice of reviewing meeting contribution against objectives at the end of each meeting. It was therefore agreed to move this standing agenda item to the end of each meeting and to include discussions/actions/decisions from the meeting in the regular year-to-date review.</p> <p><i>Objective 1:</i></p> <ul style="list-style-type: none"> • Admission policies included the schools’ Christian ethos • JH had agreed to write an article for <i>Local Board Update</i> • EB’s Foundation governor training <p><i>Objective 2:</i></p> <ul style="list-style-type: none"> • Dealing with Ofsted and the contributions staff from SWP/SPS had made to the whole CM Ofsted process. <p><i>Objective 3:</i></p> <ul style="list-style-type: none"> • Ofsted had liked the pupil progress assessments • Senior leader appointment across all three schools • Discussed SENCO and how to move forward on the teaching and learning. <p><i>Objective 4:</i></p> <ul style="list-style-type: none"> • Discussed meetings with two of the three pre-schools and a further meeting was arranged for Thursday. 	
20.	<p>Any other business:</p> <p>Thanks were extended to DBAT for money and support for SPS.</p>	
21.	<p>Closing prayer</p> <p>EB conducted the closing prayer.</p>	

The Chair closed the meeting at 20.45.

Signed: 

Date