



Minutes of the meeting of the Joint Local Board held on 16th May 2016 at Somersfords' Walter Powell 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) Heather Lee (HL): Ex-officio (Woodbridge Benefice) Paula Jenkins (PJ): Community member (Christian Malford) Julia Harle (JH): Community member (Seagry) Rich Jefferson (RJ): Community member (Somersfords) Nick Jarman (NJ): Parent member (Christian Malford) Samantha Forrest (Clerk)</p>	<p>Rev Evelyn Bone (EB): Ex-officio (Draycot Benefice)</p> <p>Lynne Swainston: (LS) School Effectiveness Advisor</p>

Minutes taken by Samantha Forrest

Item no.	Notes/actions	Who by
1.	<p>Opening prayer HL conducted the opening prayer.</p>	
2.	<p>Welcome and apologies The Chair welcomed members to the meeting and put forward the apologies (as above). These were sanctioned by the JLB.</p>	
3.	<p>Declaration of interests No further interests were declared, either relating to the agenda or to update the annual written declarations.</p>	
4.	<p>Minutes of JLB meeting on 14th March The minutes of the previous JLB meeting were approved as a true and accurate record and signed by the Chair.</p>	
5	<p>Matters arising A paper had been circulated giving an update on matters arising from the minutes of the previous meeting and not covered later in the agenda. The item on the potential disparity in pay between staff members at different levels (16) was discussed further, with JR confirming that DBAT was going ahead as planned in implementing a higher version of the Living Wage across all of its schools from September. This was a particular issue for Wiltshire schools, especially small schools with limited budgets, and would be followed up by the Resources Committee.</p>	RJ

6.	<p>Link member for Health and Safety</p> <p>Following the departure of Patrick Neville, there was currently no link member for the important area of Health and Safety. The Chair proposed that she assume this responsibility, with the intention of handing over her current subjects of Music, Art and DT to one of the new members when recruited. This was agreed. In order to fill the two current vacancies, the Chair confirmed that an election would be held at both SPS and SWP for parent members, with the papers going out before half term. RJ agreed to stand for SWP parent member, leaving the SWP community post to fill. HL agreed to approach potential candidates to gauge interest if and when required.</p>	CK HL
7.	<p>To review progress against the LB objectives for 2016</p> <p>The Chair ran through the four objectives citing actions that were contributing to their achievement. For example, the core values were now reflected in the Visit Forms and commented on as appropriate by members following monitoring visits to the schools. JH and EB were also contributing to special assemblies focusing on the Christian values. It was agreed that the monitoring visits – and how they were recorded – were an important tool in meeting all of the objectives and could be used to maximum benefit, for example by talking to staff about how the three schools were working together. Members also participated in visits from LS; the next one was due to focus on Leadership, which was relevant to the third objective about extending the role of middle and senior leaders. Discussion turned to how progress against the objectives was being shown and recorded. SP said that this was reflected not only in the completed Visit Forms, but also in the SDPs, the SEFs and the JLB Action Plan and ultimately was seen, via the pupil performance data, in the impact on the children. Members agreed that it was important to keep the objectives in mind in all of their activities; SP would consider including some or all of the objectives on the Visit Form as a visual reminder, rather than a separate area to fill in.</p>	SP
8.	<p>Half-yearly Safeguarding report</p> <p>SP presented a written report recording key actions, supporting paperwork and training across the Safeguarding remit. She had RAG-rated the schools against a checklist and was pleased to find a high proportion of green-rated areas. A few areas had been identified for follow-up, including more easily recognisable visitor badges at the schools. She also identified the kitchen door at CM, which would be considered as part of the school's Health and Safety risk assessment. The SCR was being checked at all schools on a regular basis, the next one being scheduled for 17 June at SPS. SP said that the recent training course she had attended had been very useful and she was confident that Safeguarding was a strength across the three schools.</p>	H&S link member /Res Ctte
9.	<p>Report on spending and impact of Pupil Premium</p> <p>SP presented a written report outlining the current situation with regard to Pupil Premium at the three schools, the principles, the range of provision and the spending of the PPG. The information was based on Raise Online data, the latest Closing the Gap analysis (the latter not available this time for SPS and SWP) and the schools' own tracking data. The aim was to use the PPG to accelerate progress where necessary to move children at least to ARE and to 'narrow the gap'. Information on how this was being addressed was published on the schools' websites.</p>	

<p>10</p>	<p>Feedback from Member of the Month (March and April)</p> <p>HL and PJ had shared the member of the month for March and had been into the schools on a number of occasions, including for the Easter service. Visit reports had been circulated, form example summarising both PJ’s meeting with CM staff to plan this year’s transition of children from Acorns to Reception and her monitoring visit for FS1 phonics. There had not been a FoS meeting at CM in March, which was usually attended by a JLB member. The JLB agreed that a member should try to attend SHASA in future where possible.</p> <p>JH had also been into the schools during both March and April; her report of her visit to look at the monitoring and evaluation of teaching and learning across the three schools had been circulated. No emails had been sent to the ‘gofm’ address during March and April.</p>	<p>All</p>
<p>11.</p>	<p>Results of Skills Audit</p> <p>This was the first formal skills audit undertaken since the establishment of the joint local board in January. SF presented a short analysis of the results with some commentary, which showed a good spread of skills, knowledge and experience across all areas, with particular strengths in communication, listening, mediating, team working and project management. The report highlighted one or two areas where members might consider increasing their knowledge but, overall, the skills audit had confirmed that the constitution of the JLB represented a very strong base from which to provide excellent governance and discharge its responsibilities as delegated by DBAT. The results would be used to follow up on training needs, designate future work appropriately and ensure that members were matched to their areas of interest and expertise when the subject leadership was reviewed.</p>	
<p>12.</p>	<p>Approval of committees’ Terms of Reference</p> <p>The three committees, in their new form, had all held at least one meeting and had drafted and adopted their Terms of Reference. These were formally approved by the LB. The minutes of all three committee meetings had been circulated to all JLB members; no further points or questions were raised. Committee minutes were now following a standard template and were more consistent; CK asked that minute-takers continue to consider how minutes were recorded and presented, including confidential items. The JLB acknowledged that the confidential nature of the discussions of the Staffing and Pay Committee meant that the minutes were necessarily limited to key decisions and actions. CK and SF would consider how best to document and store the committee’s process for reaching decisions without compromising confidentiality.</p>	<p>All</p> <p>CK/SF</p>
<p>13.</p>	<p>Pupil performance data (Term 4) and new system</p> <p>The post-levels system of tracking was still evolving, although JR confirmed that the new DBAT-wide method of <i>recording</i> how tracking was carried out would see the current terminology (Emerging, Developing and Secure) being replaced. AK added that the system developed for the three schools was over and above the requirements in that it tracked <i>progress</i> as well as ARE, as this was considered important. The information that had gone out to parents on this had been well received.</p> <p>Term 4 data for each school had been circulated to the JLB. SP explained that, in future, this level of detail would be confined to the C&S Committee and scrutinised by two members in particular, with regular reports and updates being provided to the JLB as appropriate. Any relevant issues with budget implications would be referred to the Resources Committee.</p>	

<p>14</p>	<p>Executive Principal's report</p> <p>The Executive Principal presented her written report summarising the situation at each of the three schools. There was concern over the NOR for SPS which, on current assumptions, was set to fall to 23 in September. The JLB, together with staff, was already making huge efforts to market the school, strengthen the relationship with the pre-school and expand provision via the introduction of wrap-around care. SP reminded members that a key promotional message was the benefit of being able to bring otherwise small cohorts together across the three schools for certain learning activities. However, the current situation forced a cut in TA provision. Every effort would be made to re-deploy staff in one or the other two schools if at all possible, although this could not be extended to other DBAT schools in the absence of a DBAT-wide Service Level Agreement. JR confirmed that support and advice had been provide by DBAT's HR function but, on behalf of the JLB, SP acknowledged the difficulty of the situation for all concerned.</p> <p>Other items highlighted from the written report were: resources (with the CM hall screen projector and sound system due to be installed at the end of June); and the replacement of the mobile classroom at CM. JR had today met with neighbours to discuss plans and allay any fears about the new site for the classroom. Some concessions had been made, for example to lower the structure to ground level, and it was hoped that the neighbours could be brought along with the project.</p>	
<p>15.</p>	<p>School Development Plans and Self Evaluation Forms</p> <p>These documents for each school were stored in, and shared via, Dropbox. The SDP in particular was a living document and Committee Chairs had been given editing rights; CK encouraged them to update the monitoring and evaluation column of the SDP following school visits and other relevant activities where appropriate (in blue typeface). JR confirmed that she had completed the SWP SEF and would shortly update the SPS one.</p>	<p>Ctte Chairs</p>
<p>16.</p>	<p>Budget approval process and timetable</p> <p>RJ confirmed that the budget numbers had been received and would be discussed by the Resources Committee at its additional meeting on 23 May. The budget would be with DBAT by the end of May to be reviewed and then agreed by 16 June. It was hoped that papers could go to the JLB before this and a special meeting was agreed for 8.30am on 21 June at SWP. The meeting would need to be quorate in order to approve the budget and at least five members confirmed their availability.</p>	
<p>17.</p>	<p>To approve DBAT policies</p> <p>Two policies had been reviewed by DBAT: Alcohol, substance and drugs misuse; and Managing staff attendance. The latter was accompanied by a guidance document to assist with implementation. For the former, it was noted that schools should determine within their risk assessments for residential trips which staff would be 'on duty' and when, in accordance with the statement contained within the policy. Both policies were Level 1 and were adopted by the LB.</p>	
<p>18.</p>	<p>To approve local and curriculum policies</p> <p>In accordance with the local policy review programme, the C&S Committee had reviewed the following policies: Healthy eating; Drugs education; Homework; and E-safety. SP explained that the committee had originally asked that a school-specific paragraph be added to each but that it had subsequently been decided to produce generic documents that reflected all three schools. The policies were recommended by the committee for approval, which was duly given.</p>	

<p>19.</p>	<p>Clerk's update</p> <p>The Clerk updated the JLB on two items:</p> <ul style="list-style-type: none"> • research into alternative, secure cloud-based platforms for storing and sharing JLB papers had looked at a number of systems. The first two, GovernorHub and FolderFortress, were a little expensive and did not closely match the immediate needs. The recommended option was The Governor, which would facilitate the sharing of meeting papers, templates, policies and more, while allowing members to keep their own records up to date on the system. It could also be used for a number of additional purposes, for example to generate the school Visit Forms and conduct the Skills Audit. CK said that most of the other Local Boards within DBAT were not using any such system currently, although two of the Bristol academies were using GovernorHub and Lydiard Millicent was currently looking into similar platforms. The JLB welcomed the move towards secure central storage of key documents and offered some comments: SP hoped the system would reduce the amount of official JLB paperwork currently stored in each school office; RJ said it was important to be confident of the longevity of the package, especially given the experience of the former website providers of the SPS and SWP. The comments were noted and, on this basis, SF would organise a demonstration of the system to which interested parties would be invited. • SF reminded members that the next <i>Local Board Update</i> was due out towards the end of the academic year. She would start to put it together in the near future and would be asking each committee chair for an article. She would also welcome any other suggestions or contributions. SP suggested an article on the role of an Executive Head, in response to feedback from parents. This was noted. Confirmation of the staffing structure from September would also be included. 	<p>SF</p> <p>All</p>
<p>20.</p>	<p>Closing prayer</p> <p>HL conducted a prayer of thanks then led the JLB in saying Grace.</p>	

The Chair closed the meeting at 8.35pm

Signed.....

Date.....