



Minutes of the meeting of the Joint Local Board held on 11th July 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) Heather Lee (HL): Ex-officio (Woodbridge Benefice) Rev Evelyn Bone (EB): Ex-officio (Draycot Benefice) Paula Jenkins (PJ): Community member (Christian Malford) Julia Harle (JH): Community member (Seagry) and Vice Chair Rich Jefferson (RJ): Community member (Somersfords) Nick Jarman (NJ): Parent member (Christian Malford) David Stokes (observer) Elaine Naughton (observer) Samantha Forrest (Clerk)</p>	<p>Paula Jenkins (PJ): Community member (Christian Malford)</p> <p>Lynne Swainston: (LS) School Effectiveness Advisor</p>

Minutes taken by Samantha Forrest

Item no.	Notes/actions	Who by
1.	<p>Opening prayer EB conducted the opening prayer.</p>	
2.	<p>Welcome and apologies The Chair welcomed members to the meeting and introduced David Stokes and Elaine Naughton, who were attending as observers with a view to joining the JLB as parent member for SWP and SPS respectively. Apologies were as above and were sanctioned by the JLB.</p>	
3.	<p>Declaration of interests (See item 5 below.) 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 16th May The minutes of the both the JLB meeting held on 16th May and the special JLB meeting held on 21st June were approved as a true and accurate record and signed by the Chair.</p>	

<p>5</p>	<p>Matters arising</p> <p>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. Further updates were given on two items:</p> <p><i>Governance of the pre-schools:</i> DL declared her position as Treasurer of the Somerfords' pre-school and took no part in the discussion. (This was already recorded on the Register of Interests.) CK reported that the committees of all three pre-schools had voted in favour of pursuing joint governance with the Local Board. Much work was still to be carried out to work out the legal structure and financial forecasts. The working party was meeting regularly; the next meeting was scheduled for the following week and would be attended by representatives from all three pre-schools.</p> <p><i>Elections for parent members:</i> there had been no response to the recent elections at either SWP or SPS. However, shortly afterwards, a candidate for each had come forward. The paperwork was in train and appointments would be made shortly.</p>	<p>CK</p>
<p>6.</p>	<p>Feedback from member of the month</p> <p><i>May:</i> a visit form had been circulated detailing SP's activities as member of the month. These included talking to the children about growing up the 1950s at CM and attending the tea party at SPS to mark the Queen's 90th birthday. SP commented on the good atmosphere and strong sense of purpose in all of the schools and noted that the staff appreciated the strong partnership that had been developed with the Local Board, She has also produced reports on assessment, pupil premium and safeguarding, as well as a number of policies. There had been no correspondence from parents.</p> <p>MP had been joint member of the month for May and had visited all three schools to lend support during SATs week. She had returned a visit form, which commented on how well the children had been prepared for the tests and the atmosphere of calm.</p> <p><i>June:</i> NJ had attended Sports Day at CM, which was well supported by parents. He was aiming to arrange a formal visit next term in line with his link subjects of PE and Healthy schools/eco schools. There has been some correspondence about the siting of the new mobile unit which had been passed on and responded to appropriately.</p> <p><i>July (so far):</i> EB was a regular presence in the schools and commented on the warm reception she received, with the children being very polite and keen to share what they had been doing.</p>	

<p>7.</p>	<p>Questions arising from the minutes of the committee meetings</p> <p>The minutes of all three committee meetings had been circulated and the Chair invited any comments or questions on any of the items.</p> <p>SP referred to her lead role over the last 18 months in drawing up policies and analysing performance data, intended to move the Local Board forward while leaving staff free to focus on their teaching roles. Now that systems and policies were in place, she proposed that the staff subject leaders take the lead in the review of policies for their area of responsibility, working with the C&S Committee, and that the AHTs/Heads of School lead on the analysis of performance data, with support from SP. She would also work with AK on Assessment across the three schools. This would free up more of her time to focus on a more strategic role on behalf of the committee and the Joint Local Board. This was agreed.</p> <p>CK brought forward a recommendation from the S&P Committee that exit interviews be introduced for outgoing staff members. <i>The LB asked that this include agency staff so that learning opportunities were maximised.</i> This was agreed and a policy would be drafted. SP would look for best practice examples to use as a basis.</p> <p>RJ confirmed that the Resources Committee was willing to provide support for the mobile classroom project, as appropriate and was particularly keen to monitor the costs and any potential overspend. CK said that the timetable for work over the summer would soon be known, along with the costs. The tenders had just been returned but were over budget; they would therefore be re-submitted before any award was made. It was confirmed that the current classroom would not be removed until the project was complete.</p>	<p>CK/SP</p>
<p>8.</p>	<p>Executive Principal's report</p> <p>The Executive Principal presented her written report summarising the situation at each of the three schools. This included attendance figures to the end of June, the destinations of school leavers and the expected NORs for September. Members were pleased to note that there was an intake of at least eight, possibly ten, at SPS for September, with the marketing efforts and the introduction of wrap-around care beginning to have an effect.</p> <p>High level SATs results were included in the report; these were in line with the national picture and considerably higher overall when viewed without the SEND figures. The results for reading across the three schools were particularly good against the national figures. <i>Members asked about comparisons with other Wiltshire schools. JR explained that there was no automatic access to this data since all three schools had joined DBAT but that this would be possible in November when all results would be published.</i> This led to a discussion about the new measures and national terminology, with the government due to release in September the threshold for achieving 'greater depth'. AK added that the term 'mastery' was likely to be changed. JR commented on a particular weakness of the new system, over which they had no control: that there was no way of recognising the high achievers in the current measures. EB asked about support from DBAT. JR replied that the steer was to use the system developed by Easton school. <i>Members asked whether the introduction of new measures post 'levels' had impacted on KS1 as well as KS2? JR confirmed that this was the case, with the first year being a transition period.</i></p> <p>The Executive Principal's report also set out the staffing structure from September, which included the strengthening of the SLT with the AHTs each becoming Head of School and a change to the admin structure. This was strongly supported by the JLB, and <i>members asked that Head of School role be reinforced publicly by operational-type communications with parents (eg for school trips) being sent by the Heads of School rather than the Executive Principal.</i> This term's <i>Local Board Update</i>, which would be sent out to parents the following week, would confirm and explain the revised structures.</p>	<p>CK/SF</p>

<p>9.</p>	<p>End-of-year review of SDPs and SEFs</p> <p>The SDPs and SEFs had been updated to reflect the position at the end of year, with targets being achieved or on track. Some SDP items would be carried forward to the following year; this included ‘writing’, to build on and improve the progress being made. SP also suggested including a target focused on maximising the learning opportunities available to the children from the three school working together. This was agreed. It was also agreed that it was appropriate to continue to produce a SEF for each school but that, in future, the SDPs would be combined. However, the document could be colour coded and/or contain school-specific annexes where targets and actions were particular to one school. DBAT had also requested that specific reference be made to its objectives throughout. Whilst this was considered appropriate, it was noted that the JLB’s SDP from September would necessarily be mapped to the previous year’s DBAT objectives, rather than those for 2016/17. Members felt that this next year would be better viewed as a transition year, with DBAT’s targets and objectives for the subsequent academic year and in future being available by May/June so that they could be built into Local Boards’ plans by July. RJ suggested that this could also be a two-way process to some extent, providing that could be managed appropriately. The views of the JLB would be communicated to DBAT.</p>	<p>CK</p>
<p>10</p>	<p>Review of achievement of targets against LB objectives and LB Action Plan for 2016</p> <p>The Chair ran through the four objectives for the current year, which had only formally been agreed in March (the new JLB only having been established in January). In that short time, it was felt that much had been achieved. JH and EB confirmed that work had been carried out in CM and SPS in particular to embed Christian, Core and British values, partly through assemblies, with the Core values being displayed in all three schools. EB asked AK how this was being reinforced at CM. AK replied that, in addition to values being promulgated through classroom learning, from next term the themes for assemblies would be planned slightly differently to ensure that the value(s) focused on at one day’s assembly would be followed up the following day. This was welcomed; EB asked that the relevant staff and LB members meet early in the new year to clarify the plan going forward. This was agreed.</p> <p>The second objective – maximising the benefits of the three school working together – had been largely achieved in respect of the staff, with shared expertise, subject leadership and best practice. The next year would focus on the direct benefits for the pupils.</p> <p>On the third objective, the role of the SLT had been extended by giving more responsibility to the AHTs (now to be Heads of School). Improvement in progress and attainment had been seen but improvements in writing would again feature in the SDP for next year. JH asked if writing was the main focus. JR confirmed that this was the case but further analysis on progress data (more difficult to measure than attainment) would take place to develop this objective further. This would also be linked to the SEND programme of work.</p> <p>On the fourth objective, the relationship with the pre-schools was much closer, as seen in the pupil transitions and the current work towards joint governance. It was agreed to have two separate objectives for next year to reflect continued work on both the relationship and governance aspects.</p> <p>The Local Board Action Plan had been updated to reflect the outcomes and impact of the actions during the year. Of the 30 actions identified, progress and/or impact had been recorded against 27. One of the actions going forward would be to establish a Strategic Group to horizon scan and make recommendations to the JLB on the future direction of the schools. The Action Plan was a working document that would be revised from September to reflect the priorities going forward.</p>	<p>Foundation members/ subject leaders</p> <p>JR/EE</p> <p>CK</p> <p>SP</p>

<p>11.</p>	<p>Result of parent surveys</p> <p>Parent surveys had been conducted in all three schools in June, this being the second one for CM in what would now be an annual event for all three schools. A good response rate had been seen in SWP and SPS, with a slightly lower one for CM. CK fed back the highlights, a positive feature of which was that the areas for improvement cited in last year's survey at CM were no longer an issue, reflecting the fact that these had been addressed. She and the Executive Principal had analysed the results of all three and had identified both things that the schools could do better and areas where perhaps what was being done had not been communicated adequately to parents. An overview would be included in <i>Local Board Update</i> the following week, together with an insert specific to each school giving that school's results supported by some commentary. Feedback would also be published on the websites. The results were being fed into the 2016/17 SDP and to the work of the committees where appropriate. It was suggested that, for next year's survey, parents be notified via HomeContact of the questionnaire at least one month ahead to enable the survey to be targeted at each parent, rather than just the primary contact on the system.</p>	<p>CK/SF JR/ Ctte Chairs JR/DL</p>
<p>12.</p>	<p>JLB Self-evaluation</p> <p>Now that the JLB had had time to bed itself in, it had been felt appropriate to conduct a self-evaluation to determine how well the Board was doing and to identify any areas for development. This had been led by the Chair, with support from the other committee chairs and EB. This had shown that, despite the JLB having been in operation in its current form for only six months, six of the areas had been assessed as 'fully achieved' and three partially achieved. One of the latter reflected the difficulties with two of the websites; whilst a lot of work had been carried out to build and populate them, problems with the structure put in place by an external provider meant that they would not be fully compliant until the end of July. On the development of JLB skills, many members had been pro-active in attending training courses but this would be further strengthened in the coming year by a co-ordinated training plan to address any gaps identified by the Skills Audit. Overall, however, the self-evaluation showed that the JLB had come a long way in a short space of time and was in a strong position to build on its achievements for the benefit of the three schools.</p>	<p>CK</p>
<p>13.</p>	<p>JLB Annual Governance Statement</p> <p>Members noted the Statement that would go out to parents that week outlining the governance arrangements, attendance record, work of the JLB and committees, the Church links and the future plans.</p>	
<p>14</p>	<p>Approval of local policies</p> <p>The JLB members' Expenses policy had been reviewed by the Resources Committee and was recommended for approval. RJ confirmed that the only change had been to increase the threshold for claiming mileage from five to ten miles in view of the distance between the three schools. Two new policies had been drafted and discussed by the Curriculum and Standards Committee: Safer recruitment and Staff induction and were also recommended for approval. All three were approved.</p>	

15.	<p>Clerk's update</p> <p>The Clerk updated the JLB on several items:</p> <ul style="list-style-type: none"> • <i>'The Governor'</i> system, which had been introduced for the storage and sharing of key documents, as well as for many other uses. Members could now start populating their profiles and making their declarations and, from September, would maintain their own training records and make their annual Declaration of Interests for the Register. In response to her request, the system owner had added a separate section to maintain the Evidence Log of members' contribution and impact. After some discussion, it was agreed that a paper version of signed policies would no longer need to be kept at all three schools. As well as being on all three websites, the school admin staff had access to The Governor, where policies would be uploaded, to print the documents should parents ask to see a paper copy. • The <i>SWP Themed Review: Governor minutes</i>. This had been circulated to members and showed results of a study of a sample number of governing body minutes to assess how well decisions about budgets, procurement and Register of Interests were being documented and stored. The Clerk felt that the best practices identified were mostly being met and the risks mitigated, although the report should be cross-referenced with regard to any minutes (including committee) on budget issues. SF referred to the report's emphasis on the importance of storing paper copies of signed minutes at each school office, which had been undertaken to date, despite the proliferation of paperwork in printing and storing four copies. However, the originators of The Governor felt that this need had been superseded by the system which made approved minutes readily available to all with access (as well as being on the websites). The JLB agreed in principle the move away from unnecessary paper files wherever possible but SP would check whether Ofsted would expect still to see signed paper copies. The Clerk and the Chair would discuss and agree future practice. • <i>Edubase</i>. An updated version of the national database would require governor details to kept up to date from September. SF said she was liaising with DBAT to clarify who had responsibility. <p><i>Post-meeting note: this will be inputted by each school using their existing login.</i></p>	<p>RJ/NJ</p> <p>SP</p> <p>CK/SF</p>
16.	<p>Schedule of meeting dates for 2016/17</p> <p>The Clerk presented proposed JLB meeting dates for the next academic year, with corresponding dates for two of the committees. It was agreed to change the date of the September meeting. With that exception, the dates were agreed. The Clerk would circulate an updated schedule and populate the calendar on The Governor.</p>	<p>SF</p>
17.	<p>Closing prayer</p> <p>HL conducted a short prayer to bring proceedings to a close.</p>	

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

The Chair closed the meeting at 8.50pm.

Signed.....

Date.....