



Minutes of the meeting of the Joint Local Board held on 26th September 2016 at Christian Malford 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 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) Rich Jefferson (RJ): Community member (Somersfords) Nick Jarman (NJ): Parent member (Christian Malford) Samantha Forrest (Clerk)</p>	<p>David Stokes (DS): Parent member (Somersfords) Elaine Naughton (EN): Parent member (Seagry) Margaret Palmer (MP): Foundation member Lynne Swainston: (LS) DBAT</p>

Item no.	Notes/actions	Who by
1.	<p>Opening prayer EB conducted the opening prayer.</p>	
2.	<p>Welcome and apologies The Clerk chaired the meeting until the Chair was appointed later in the agenda. She welcomed members to the first meeting of the academic year. Apologies were received from MP, DS and EN and sanctioned by the Local Board. LS was also unable to attend this meeting.</p>	
3.	<p>Appointment of Chair and Vice-Chair The Clerk confirmed that CK had been appointed by DBAT for a further year. EB was once again standing for the position of Vice Chair; no further nominations had been received. She was proposed by SP, seconded by JH and declared duly elected. The Clerk then handed over to CK to chair the rest of the meeting. CK raised the issue of succession planning and asked members to consider whether they would like to put themselves forward in the future; if so, she asked them to let her know.</p>	<p>All to consider</p>
4.	<p>To appoint parent members and confirm committee membership The elections run at Seagry and SWP had produced no candidates but a prospective parent member for each school had come forward shortly afterwards: Elaine Naughton (SPS) and David Stokes (SWP). The candidates had confirmed their eligibility and returned the necessary paperwork and were appointed by the Local Board. Both had agreed to join the Resources Committee; JH was to move from the S&P Committee to the C&S Committee but confirmed that she would continue to attend the S&P Committee meetings in the short term. An updated committee membership list would be circulated.</p>	<p>Clerk</p>

5	<p>To establish a strategic group</p> <p>CK referred to the Local Board Action Plan for 2016, which had been largely achieved, the key outstanding action being to establish a strategic group. This group would review the strategy going forward and consider a new action plan to help achieve it. The following members agreed to sit on the group: SP, JR, EB, RJ, AK and EE. SP explained that she would like to contribute initially but may have to stand down later due to family circumstances. JH agreed to take over from SP at that time.</p>	
6.	<p>Declaration of interests</p> <p>This year, following the adoption of The Governor online system, the Clerk had requested that declarations be entered by each member on their profile page. Most had been completed; she asked that any outstanding declarations (including nil returns) be made quickly. The Register of Interests would be drawn directly from those declaration and posted on the school websites in accordance with requirements. Similarly, most members had signed up to the Code of Conduct on the system; she would follow up to ensure that this was done by all.</p>	All/ Clerk
7.	<p>Minutes of previous meeting</p> <p>The minutes of the 11 July 2016 meeting were agreed as a true and accurate record. One copy was signed by the Chair, which would be kept at the CM school office; school admin staff were able to access The Governor system where all approved copies were now stored.</p>	
8.	<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. CK gave a further update on the following items:</p> <p><i>Pre-school governance:</i> a meeting had taken place the previous week to progress this and finance details were being reviewed. RJ explained that the cost to the employer of pensions was a particular issue and that savings on other support services were being sought to offset that cost as far as possible. A report was being pulled together with Paul Smith and a meeting with DBAT to give formal approval would take place in October.</p> <p><i>Mobile classroom:</i> a small number of comments and objections had been received; the consultation was open until the end of September. A drainage survey was booked for 27th September and a final decision would be made on 17th October.</p> <p><i>Core and Christian values:</i> the planned meeting had not taken place but JR said she was meeting with each Head of School to plan themes and follow-up. The Values already adopted at CM were being rolled out to the other two schools and appropriately displayed.</p>	
9.	<p>LB vision statement and 2016/17 objectives</p> <p>As the vision statement and objectives had only been established six months previously, following the creation of the JLB in January 2016, it was agreed that these remained relevant for the coming year but would be updated as appropriate. The Chair had amended the fourth objective to reflect the current position with the pre-schools and asked for any further comments. The vision statement and objectives were agreed.</p>	

<p>10</p>	<p>Members of the month, subject leadership and visits protocol</p> <p>A member of the month rota for the year had been circulated, together with an updated subject leadership list, which accommodated the new members. A visits schedule had been put together to try to spread the visits appropriately throughout the year and to prompt visits by the relevant link member when a corresponding meeting or event was taking place at the school(s). Staff would invite the link member to attend such events or staff meetings focusing on their subject as appropriate. One or two amendments to the visits schedule were agreed; the Clerk would circulate the updated paper. The visits protocol had also been updated and now included a requirement to add planned school visits to the google calendar after being arranged with staff.</p>	<p>Clerk</p> <p>All</p>
<p>11.</p>	<p>JLB Training</p> <p>As a follow-up to the skills audit, which had been conducted earlier in the year, the Chair had met with DBAT representatives to discuss training needs. They had agreed that the skills and knowledge base of the JLB was strong and that the small number of weaker areas identified would be covered by co-opting parents or others with the necessary expertise for particular projects. Any gaps in knowledge regarding any of the schools or curriculum subjects would be addressed through the school visit programme.</p> <p>In addition, Clare Stansfield had agreed to run a short New Governors session for members who were unable to devote a whole day to the Governor Services course. A separate session on the Fischer Family Trust (FFT) dashboard was also to be run by DBAT. (JR reminded members that data for small cohorts – five or below – was suppressed under this system, with only progress marks being visible. In addition, the picture was distorted by the mobility of children in and out of the schools, which made it important to use the schools’ own data alongside the FFT data.)</p> <p>EB was also to organise a cluster session for foundation members to be run by DBAT. SP added that she would circulate written feedback on the SEND course she had attended before the summer break. JH would update her Safer Recruitment training via the NSPCC online course.</p> <p>CK also fed back on the session held earlier in the day to review the JLB’s readiness for inspection. This had also been attended by SP, EB and Sarah King and was found to be very useful. She would circulate details to members.</p> <p>SP commented that the comprehensive approach to training and development, as set out in the paper, together with the schedule of planned school visits, was powerful in ensuring the appropriate breadth and depth of knowledge and skills across the JLB.</p>	<p>EB</p> <p>SP</p> <p>JH</p> <p>CK</p>
<p>12.</p>	<p>Questions arising from the committee minutes</p> <p>Only the S&P Committee meeting had taken place in September, with the Resources one taking place in October and the C&S rescheduled for 7th October. The minutes had been uploaded to the system for all to see. No further questions were raised.</p>	

<p>13.</p>	<p>Performance data</p> <p>SP gave a verbal report in which she highlighted the new pupil profile pro-forma developed by AK, which used the up-to-date assessment terminology and included attendance as well as performance details. It allowed the teacher to set out what the school was doing for that child to help him/her achieve their potential, by recording how the child's needs were being met through the teaching provision and/or through interventions, as appropriate, and the impact this was having. AK added that it ensured accountability on the part of the teachers; JR explained that this record would show the pupil's predicted levels at the end of the year, rather than their current position. JH asked whether the pro-forma would show the learning attitude/style of the pupil; AK confirmed that the 'Additional comments' box allowed for this and other relevant details to be recorded. The JLB was impressed with the form, which was seen as a powerful tool, and commended the SLT on this approach. SP would circulate a copy to members.</p> <p>SP also referred to the revised Age Related descriptors and outlined where floor targets had been met across the three schools. She would follow up on this to interrogate the data further and address any issues arising.</p> <p>SP also commented on the Y6 booster classes, which brought together pupils from all three schools. This was clearly having an impact, with several children having moved to the next level following this input.</p>	<p>SP</p> <p>SP</p>
<p>14</p>	<p>Executive Principal's report</p> <p>JR highlighted a few areas from her written report. These included:</p> <p><i>NOR</i> - at SPS this looked set to rise by one (significant in the context of that school) while that of SWP remained stable at 45. At CM, there were currently 74 on roll, with three more set to join later in the week.</p> <p><i>Staffing</i> – there was now a full complement across the schools.</p> <p><i>Training</i> – safeguarding training had gone well and had covered most staff, with a small number to be trained in the near future. There had also been training sessions in Real PE, which Grass Roots had attended to enable them to link their provision with this approach. CK asked about attendance figures, since the previous report in July 2016 had necessarily not included the final three weeks of term. JR said that the whole year figures could now be given but would not be significantly different to those provided at the last meeting. For this term (less than four weeks old) it would be meaningless to give figures at this early stage. Members noted the latest guidance about absences.</p>	

<p>15.</p>	<p>School development plan</p> <p>As previously agreed, there would now be one report covering all three schools; this had the advantage of showing the commonalities across the schools, while allowing actions and targets to be tailored to each school where appropriate. JR had put together an outline from which the detailed plan would be developed in conjunction with the Heads of School. CK asked about the use of percentages in the success criteria, given the small cohorts, rather than using the pupil profiles. JR explained that the figures were expressed as such in the initial outline to give members a high level overview but that the plan would be populated with pupil data following the progress meetings. In terms of the targets, there would be more focus on the accuracy and consistency of handwriting, as it was clear that SATS pupils were being marked down for the formation of letters that may look like capitalisation, for example. SP asked that the reference to SEN pupils be supplemented by reference to Vulnerable Learners and to Gifted. This was agreed. SP questioned the end date for meeting the success criteria, which was currently July 2017 for all. JR explained that, while all targets would be achieved by then, individual timescales would be given in the more detailed document, some of which would be earlier than the end of year. This would ensure that momentum would be maintained throughout the year.</p> <p>There followed a discussion about the difficulty of linking the SDP objectives with those of DBAT, which were numerous and wide-ranging, expressed in terms of a mission statement, vision and a dozen or so values. It was agreed that the SDP would reflect the overall ethos as far as possible. The Chair said that the new, combined SDP, once populated with the necessary detail, would be a powerful tool which would enable the JLB to monitor progress against targets of the individual schools while allowing comparison across the piece. She asked about the deadline for completion of the detailed plan. JR committed to having this by the end of half term.</p>	<p>JR</p>
<p>16.</p>	<p>To approve local policies</p> <p>Two new policies were presented: the Exit Interview Policy, which had been looked at commented on by the S&P Committee; and the Marking and Feedback Policy. SP explained that the latter was presented as a generic policy which would be reviewed by each Head of School to incorporate local protocols. She therefore asked that the policy be approved in principle, subject to those additions being made. NJ asked whether the Marking policy represented a departure from previous practice or served to formalise current methods. SP confirmed that it was the latter. Both policies were approved.</p>	
<p>17.</p>	<p>Finance report</p> <p>DL reported that the new school admin set-up, with a job-share at all three schools, was working well and had freed up her time significantly to focus on business and finance issues across all three. Job roles would be defined for the admin team in the near future. AK added that the changes, and DL's role as SBM across all three, had had a positive impact at CM.</p> <p>DL had circulated a spreadsheet to the Head, Chair and Resources Committee Chair showing the financial position across the three schools at the end of the financial year on 31 August. She said that the brought forward figures were broadly on target for all three schools. The next step was to provide Paul Smith with a breakdown by cost centre; this would then be uploaded to the system to enable tracking for the current year.</p> <p>DL added that an additional PE grant of around £8k would be forthcoming. She would review how this was spent and reported on in line with the latest guidance.</p> <p>Finally, she reported that the issues with the websites for SPS and SWP had been fixed and the pages populated. CK would now conduct an audit of the two sites in order to ensure compliance.</p>	<p>DL</p> <p>CK</p>

