

Minutes of the Joint Local Board meeting held on 25th September 2017

Seagry Monday, September 25, 2017, 7pm, Chair: Claire Kennedy. Clerk: Samantha Forrest.

Governors Attending: Claire Kennedy, Andrea Kaye, Rich Jefferson, Jill Rowe, Heather Lee, Debbie Luter, Evelyn Bone, Julia Harle,

Governors Apologies: None

Non Governors Attending: >Samantha Forrest,

AGENDA ITEM Opening prayer

MINUTE EB conducted a prayer to open the meeting.

AGENDA ITEM Welcome and apologies

MINUTE The Clerk chaired the meeting until the Chair was elected. She welcomed members to the first meeting of the new academic year. No apologies had been received but there was one unsanctioned absence (DS).

AGENDA ITEM Declaration of Interests

MINUTE SF reminded members that, although any new interests that arise during the year must be declared at that time, a formal declaration was required from each member at the beginning of the academic year. These would form the basis of the Register of Interests, which we were required to publish on the websites. Most members had checked their declared interests on The Trust Governor and updated them where necessary in response to a recent request from the Clerk. SF thanked members for that and asked that any members who had not yet updated their interests did so without delay. She also reminded members that there were two boxes to complete: business or financial interests and non-pecuniary interests and that nil returns were required in both cases.

ACTION Any outstanding declarations or updates on the existing ones to be made as soon as possible.
Clerk to compile and publish Register of Interests.

AGENDA ITEM Election of Chair and Vice Chair

MINUTE The Clerk informed members that CK was standing for a further term as Chair and that no other nominations had been received. In accordance with the procedure, she gave one last opportunity for any members to come forward for election. CK remained the only candidate and was proposed by NJ and seconded by JH. The JLB then voted unanimously for CK. SF thanked members and declared CK the elected Chair for the term of one year. The election process for the position of Vice Chair followed. RJ had come forward as a candidate prior to the meeting and no further self-nominations were made at the meeting. RJ was proposed as VC by SP and seconded by JH. This was then put to the vote and members voted unanimously for RJ. The Clerk declared RJ the elected VC for a term of one year. She then handed over the chairmanship of the meeting to CK.

DECISION CK elected Chair for one year

RJ elected Vice Chair for one year.

AGENDA ITEM Co-opted committee members (pre-schools)

MINUTE The Chair reminded the JLB that the transition arrangements for bringing the pre-schools into the governance structure had seen the establishment of a temporary pre-school committee. Because the timing of the transfers were dependent on a number of factors and not known for sure at that time, a representative from each pre-school had been co-opted to the committee until the end of the previous term. As one transfer was not yet complete, the interim arrangements would continue for a while longer; CK therefore proposed that the term of the co-opted members be extended until the end of the calendar year. This was put to the vote and passed.

DECISION The three pre-school co-opted members would serve on the committee until 31 December 2017.

AGENDA ITEM To confirm committee membership

MINUTE The JLB considered the membership of the three substantive committees and noted that the only change in composition was the addition of new JLB member, Linda O'Grady, to the C&S Committee. JH had also taken over from SP as Chair of the C&S Committee. RJ said that he was considering making changes to the membership of the Resources Committee, which could include co-opting additional members. SP added that, having now assumed link member responsibility for Health and Safety, she would attend the Resources Committee meetings, where appropriate, in the future. This was welcomed. Notwithstanding any changes that might be required in-year, members noted and agreed the current committee membership.

AGENDA ITEM To confirm allocation of link members and note member of the month rota

MINUTE Members turned their attention to the list of link members, which had been updated in the light of changes to the JLB, and noted a few changes in staff subject leadership. Members suggested that PHSE/sex education could be seen as part of the safeguarding agenda. It was agreed that this would therefore come under the wing of JH, who would also take on the shadow/deputy link role for safeguarding and child protection. A rota for 'member of the month' had been put together for the year and was noted by all. CK reminded members to take note of 'their month' and to arrange school visits accordingly. JR added that teaching staff would endeavour to contact the link member when an event or activity relevant to their subject was taking place in school. Members should also liaise with the relevant subject leaders and keep an eye on the school Google calendar for this purpose.

ACTION Members to note 'their month' and try to stay informed of school activities relevant to their link subject.

SF to circulate the revised link membership list.

AGENDA ITEM Minutes of previous meeting

MINUTE The minutes of the JLB meeting on 10 July were declared as a true and accurate record and were signed off by the Chair.

AGENDA ITEM **Matters arising and not covered later in the agenda**

MINUTE A short paper was presented, which updated members on action taken since the previous meeting on items that would not be addressed later in the agenda. Further updates were provided verbally in a few cases. EN had met with local MP, James Grey, and had raised the issues associated with pupils from Malmesbury attending our village schools. She said that the overspill of pupils in Malmesbury had required some decisions to be made by Wiltshire Council; it was decided by Wiltshire Council to fund the building of an extension to Lea in order to provide capacity for the Malmesbury pupils. EN suggested that it was important for the JLB to identify the person at the LA who was responsible for allocating the capital budgets to maintained schools for such extensions, which led to those schools being promoted as the preferred option for parents at the expense of other nearby village schools such as ours. It was agreed to discuss this periodically with the appropriate LA contact to ensure awareness of the potential impact on our schools and to keep the issue current.

HL then updated the JLB on her continued efforts to identify a candidate to fill the foundation member vacancy, preferably from the Corston and Rodbourne area. She had continued to raise the issue at that PCC but no one had come forward. She had now put the item on the agenda for the Malmesbury Abbey PCC and an advert would appear in the next edition of Signpost. If no suitable candidates came forward from these actions, it was agreed to pursue the alternative option: to seek a new community governor from Seagry to replace JH, who would move into the foundation member role. HL agreed to help identify a Seagry parent as a potential community governor, supported by DL, who would arrange for an appeal to be included in the Seagry newsletter. CK would also raise the issue with DBAT.

On the issue of pupil attendance, JR said that she was seeing an increase in requests for holiday during term time but was reluctant to impose fines in every case. No guidance from DBAT had been forthcoming on the matter. EB asked whether it would be possible to agree the criteria under which fines would be imposed with other Heads in the cluster. JR said that this would be complicated to do, as two different clusters (Chippenham and Malmesbury) covered our schools and she wanted to maintain consistency across the three schools.

The committee chairs updated the JLB on how they were planning to take forward, in future meetings, the relevant issues that has arisen from this year's parent surveys. SF suggested that any specific follow-up action and their outputs be reported in a future edition of Local Board Update. This was agreed.

At the previous meeting, it had been agreed to conduct a SWOT analysis focussing on the successes (and failures) of actions taken to increase the NoR at the schools. CK said that this had been referred to the Resources Committee. RJ confirmed that this was to be done at the October committee meeting, with the process being facilitated by the Clerk.

CK said that the idea of obtaining letters from the secondary schools about the secondary-readiness of their new Year 7 pupils from our schools was still live but that it was a little early in the school year to pursue this formally. For now, this would be done on an informal basis with existing contacts. AK said that she had a contact at the two main Chippenham schools, while DL had one at Malmesbury. JR could also speak individually to one or more Heads when she saw them at the Area Heads meeting.

ACTION JR to identify relevant LA contact.

DL to include an appeal for a community member in Seagry newsletter.

CK to raise the foundation member issue with DBAT.

Committee Chairs to take forward their intended actions regarding the issues from the parent surveys.

JR/AK/DL to speak informally to secondary school contacts to seek written evidence of the secondary readiness of our former pupils.

AGENDA ITEM To discuss and agree JLB vision & objectives for 2017/18

MINUTE CK had drafted objectives, based on the suggestions made by members in July and the known priorities going forward. As such, the objectives would be closely aligned with the School Development Plan for the year and, after some discussion, were agreed.

It was agreed that a group of members comprising EB, JH, AK and RJ would develop a vision statement that placed appropriate emphasis on the Christian character of the schools and how that was reflected in the teaching and learning. They would aim to do this before or by Easter.

ACTION EB, JH, AK and RJ to meet to develop vision statement.

AGENDA ITEM Questions arising from the committee minutes

MINUTE JH and SP highlighted the key points from the C&S Committee's first meeting of the year. The committee had looked at assessment data and at policies, both of which would be covered later in the JLB agenda. The minutes were available on The Trust Governor and there were no questions arising.

CK fed back the key points from the September Staffing and Pay Committee meeting. As well as reviewing and agreeing the Terms of Reference for the year, the committee had discussed the forthcoming appraisals and their timetable, the staffing implications of wrap-around care, going forward, and staff well-being, especially in the light of extra hours being worked to staff the wrap-around care service.

RJ explained that the Resources Committee was due to hold its first meeting of the year in October but had exchanged views by email, where appropriate. Committee members had also been tasked with checking the websites to ensure full compliance.

AGENDA ITEM Report on pupil performance data

MINUTE SP reported that she had met with AK to discuss pupil progress and would return a Visit Report accordingly. Heads of School had been tasked with analysing their school data in the first instance.

SP referred to Maths, which the data showed was less strong this than last year. Maths reasoning was identified as the area to focus on.

SP turned to Reading and had been pleased to see that progress had been stronger than predicted and she went on to explain why this was the case. She had also looked into why some of the children were not meeting ARE at Seagry and Walter Powell. The mobility of some pupils (leaving and joining the school) had had an impact on attainment in this cohort.

CHALLENGE RJ asked what specific action was being taken by the schools to address the shortfall in Maths reasoning. JR replied that one measure had been to re-introduce Mathematics, in place of the alternative package adopted, as the questions and exercises contained therein called for more reasoning to be undertaken by the pupils.

AGENDA ITEM SEND report

MINUTE SP reported that she had met with JR and EE and had discussed how best to track the progress of SEND pupils in the post-levels era. After this, SP had looked at the Provision Map against each child's progress, identified a number of steps and classified, for example, how many steps needed to be achieved for 'good progress' to have been made. This had proved a useful way of measuring the progress of these pupils. SP reported that she had also looked at the spend on Pupil Premium and impact of that spend. This was due to be discussed by the SLT and the websites were being updated accordingly. She undertook to provide a written report on SEND, which would be made available to members.

ACTION SP to provide written SEND report.

AGENDA ITEM Executive Principal's report

MINUTE JR had provided a written report for the three schools and appraised the JLB of the key points. She said that the NoR for two of the schools had increased from last year, with that for SWP being stable.

Across the three schools, there were now 26 pupils on the SEN register, with five having an EHCP in place.

She ran through the main staffing issues and said that they planned to recruit an additional person to run the wrap-around care facility. Although this had cost implications, she expected this move to pay for itself by the end of the year.

Regular meetings were being held with the pre-school managers and JR invited the JLB to specify the style and frequency of reports that it required from the pre-schools going forward. It was agreed that the Executive Principal would include the pre-school information within the existing headings on the Executive Principal's report.

JR expressed her concerns about staff morale. She had invited DBAT to attend the staff meeting being held the following week. It was agreed that JR would communicate all of the staff morale issues to DBAT prior to that meeting to assist with preparation and so that the issues could be resolved more easily. The JLB made it clear that it supported the approach being taken by JR and suggested that one or two members attend the staff meeting. This was welcomed by JR and it was agreed that EB and JH would attend.

ACTION JR to include pre-schools in the existing headings in the Executive Principal's report.

JR to communicate staff morale issues to DBAT prior to the staff meeting on 4 October.

EB and JH to attend staff meeting on 4 October.

AGENDA ITEM School Development Plan for 2017/18

MINUTE DBAT had produced a new format for the completion of the SEF, from which the SDP would be generated. Due to her recent illness, JR had not been able to complete this but it was intended that there would be an SDP for each school, with some common areas across the three. These would be brought to the November JLB meeting for discussion,

ACTION JR to produce the SDPs and present them to the JLB meeting in November.

AGENDA ITEM 2016/17 School Visits

MINUTE As (former) Chair of the C&S Committee, SP had taken responsibility for reviewing and evaluating the School Visit reports submitted during 2016/17 and assessing the impact being made by members in this way. She ran through some of her findings, which she hoped would create discussion points for future meetings, once members had received and considered her written report.

She identified many strengths including providing evidence of how the JLB's monitoring and evaluation role was being fulfilled, and the way that they were shared helps to promote best practice. The report also suggested a number of suggestions for improvement, as well as posing questions that members could ask themselves about their practice when conducting visits and compiling and submitting their reports.

SP undertook to make the paper available to members and asked that they reflect on the issues and questions raised in advance of more in-depth discussion at the next JLB meeting.

ACTION SP to complete written report and make available to members.

Members to reflect on the key issues as preparation for discussion at the November meeting.

AGENDA ITEM To agree local policies

MINUTE SP informed members about an email from Wiltshire Council, which had carried out some spot checks on a number of schools' Safeguarding and Child Protection policies. The email had suggested that the JLB's policy was not entirely compliant and WC had provided a checklist and model policy. SP said that a full review of the policy would take place later in the year, around the time of the safeguarding audit. In the meantime, however, a page had been inserted at the beginning of the document which brought together in one place all of the relevant names and contact details and the checklist completed.. This was approved by the JLB as an updated, interim document and would be sent to the school offices and posted on the websites.

The other local policy was a new English one. SP cited the process behind this, whereby the link member had taken the lead but worked closely with the subject leader and obtained input from the Head's of School, as an exemplar for the drafting of new curriculum policies. EB added that the level of consultation between the three schools had been impressive and had helped to unify practice and support the development of the policy. The policy was approved by the JLB.

ACTION SF to send the approved policies to the school offices and post on the websites.

DECISION Interim Safeguarding and Child Protection Policy and new English Policy approved.

AGENDA ITEM Critical Incident Plans

MINUTE A Critical Incident Plan for each school was presented, setting out the practical actions to be taken in the event of a critical incident (as defined in the DBAT strategy document) as well as the role of, and contact details for, those who would be involved in addressing and managing such an incident. RJ suggested that a call tree be added, making it clear who should be contacted in each case if the main contact was not available. This was agreed. On this basis, the Plans were adopted and contact details would be posted in each site accordingly.

ACTION JR to add call tree to each document.

DL to ensure each that a copy of the contact details and call tree was displayed in each school site.

SF to post the documents on the websites.

AGENDA ITEM To adopt DBAT policies

MINUTE The following level 1 DBAT policies were presented to the JLB: Premises Management; Retention guidelines; Nursery Admissions Code; Staff Induction; Paternity Leave; Probationary Policy and Procedures for Support staff; Appraisal and Capability; Collective Disputes; and CPD. SF explained that some of these were updates on current policies, while others were new ones, and that the Staff Induction Policy would supersede the local policy that was currently in place. All of the policies were adopted by the JLB.

DECISION All policies adopted.

AGENDA ITEM Policy Review schedule for the year

MINUTE The Clerk explained that she was compiling a schedule for all of the policy reviews that were due during the current year. This was taking a little longer than usual, due to the need to build into the programme the review of the policies from each of the pre-schools. She was prioritising the ones that aligned (actually or potentially) with the existing school ones and those that were statutory for a pre-school setting. She would send out the schedule in the near future and liaise with the committee Chairs as required to support the reviews.

ACTION SF to complete and send out the 2017/18 policy review schedule.

AGENDA ITEM Finance report

MINUTE DL updated the JLB on finance matters. She explained that DBAT had asked for a full re-forecast of the 2017/18 budget by 29 September. Some of this was proving difficult, due to the difficulty of obtaining predicted income figures from some of the pre-schools.

Having noted the situation with maternity leave, RJ asked whether the schools were recompensed for maternity pay. DL replied that 95 per cent of the statutory pay was received back. For the balance, it was possible to take out an insurance policy but the premiums were high and most required a three-year period of membership before any payments were made. This made it unlikely to be economical for the schools.

More discussion and questions about finance followed, after which the JLB acknowledged the challenging circumstances and SP proposed a vote of thanks to DL for her hard work in managing the budgets and meeting DBAT's requirements for the re-forecasts. RJ offered to provide any assistance that might be required in the process of re-forecasting.

AGENDA ITEM Clerk's Update

MINUTE SF highlighted the recent edition of Wiltshire Governor and drew members' attention to a number of key items. One of these was the WGA AGM, due to be held on 16 October at Rowdeford School. She would book a place for any member who wished to attend. She also mentioned a calendar that had been produced by the Education and Skills Funding Agency, which gave a summary of key dates regarding their activities for the 2017 to 2018 academic year that related to academy funding and finance. She urged members to have a look at the RSA's report entitled: Who Governs our Schools? She said that the publication discussed effective governance and made a number of recommendations for policymakers. SF reminded members of the new data protection regulations that were due to come into force the following year, which would include, from May 2018, the

mandatory appointment of a designated Data Protection Officer by schools. She went on to speak of Analyse School Performance (ASP). This was important as the replacement service to RAISEonline and could also be used as a source of data to enable governors to hold the schools to account. She said that Key Stage 2 data-(provisional data for 2016/17) was due to be available in ASP by the end of September. On the subject of training, SF informed members that Governor Services had released its Training Programme for 2017/18, which she would forward to all, for information. Finally, she thanked members for keeping their profiles up to date on The Trust Governor and asked that they continue to do so, including the additional data that was required for Edubase (now called Get Information About Governors).

ACTION SF to circulate Training Programme.

Members to keep profiles up to date on TTG.

AGENDA ITEM **Closing prayer**

MINUTE EB gave a prayer of thanks and blessings to close proceedings.

Minutes approved by Claire Kennedy