



## **Minutes of the meeting of the Joint Local Board held on 20 March 2017 at Christian Malford Primary School**

*Chair: Claire Kennedy. Clerk: Samantha Forrest*

*Governors Attending: Andrea Kaye, Julia Harle, Shirley Palmer, Nick Jarman, Rich Jefferson, Claire Kennedy, Paula Jenkins, Evelyn Bone, Jill Rowe.*

*Governors Apologies: Emily Edmondson, David Stokes.*

*Non Governors Attending: Samantha Forrest.*

### **Opening Prayer**

EB said a prayer to open the meeting.

### **Welcome and apologies**

The Chair welcomed members to the meeting. Apologies were received from EE and DS and sanctioned by the JLB.

### **Declaration of interests**

No declarations of interest were made, either in relation to tonight's agenda or as an update to previous, more general declarations.

### **Minutes of the previous meeting**

The minutes of the meeting held on 23rd January were agreed as a true and accurate record and signed off.

### **Matters arising and not covered later in the agenda**

A paper had been circulated with the agenda, briefing members on matters arising. Further verbal updates were given on a few items. Mobile classroom: DL said that she did not know of any reason why the work would not go ahead as planned. The scheduled start date for the works was still the Easter holidays. Pre-school governance: CK confirmed that the TUPE process was underway and that work was on course for the transfer of governance to take effect from 1 April. There was an ongoing issue with the transfer of the leases, which was being resolved with Wiltshire Council. The schools and pre-schools were liaising over the renewal of their liability insurance to ensure that these would dovetail appropriately on transfer. DL will communicate this to SWPPS. JLB vacancy: CK said that she had received no responses to the advertisement placed in the Parish magazine for a CM community

member to fill the forthcoming vacancy. She has placed the ad again in the April edition and will begin enquiring within the village. School transport: RJ had explored the cost of providing transport from Malmesbury with local taxi firms. It was a significant cost and more work would need to be done to determine whether it would be affordable. JR mentioned that a new school was to be built to take the overspill from the new Malmesbury housing estates but SPS and SWP would still welcome pupils from the town. The best solution would be for Wiltshire Council to fund transport and EN agreed to pursue the matter further.

ACTION: DL to communicate to SWPPS.

CK to continue to try to fill CM community member vacancy.

EN to follow up on school provision in the areas surrounding Malmesbury.

### **Election of co-opted committee members**

The Chair ran through the two elections that needed to take place. The first was to elect a Trustee from each of the pre-schools to sit on the committee that would form part of the transitional pre-school governance arrangements agreed at the JLB meeting on 23 January. The Chairs of Acorns and the SWP pre-school had agreed to stand and were duly elected. CK would follow up with the Secretary of Seagry pre-school to confirm the candidate. It was agreed that the initial term would be until the end of the current academic year, in line with timescale for the transitional governance arrangements. Secondly, the two co-opted members of the C&S Committee had served their one-year term and had agreed to stand for re-election, as the committee still required their skills and experience. Lisa Shibley and Sarah King were unanimously re-elected for a further one-year term.

ACTION: CK to confirm Seagry pre-school candidate for governance committee.

### **SIAMS**

JR and AK fed back on the recent SIAMS inspection at CM, which had resulted in a rating of 'good' in all areas. JR reminded members that, due to the changes in the framework for inspection, this represented a significant rise in standards. Whilst they had found the experience intense and not as positive as it could have been, the outcome was pleasing and reflected the hard work that had been put in. Some discussions and feedback had taken place after the initial report had been forwarded, as this had not concurred with the verbal feedback given on the day. CK had also fed back to the DBAT CEO on both the experience and the report. The JLB congratulated the SLT on an excellent final SIAMS report and SP offered a vote of thanks to EB, HL and JH for the support they had given to the school throughout the process. Lessons learned from the inspection would be shared with the other two schools, who would be due for inspection in the not-too-distant future.

CHALLENGE EN asked if the learning from the inspection was being taken forward in the teaching. JR confirmed that it was, at all three schools.

### **Feedback from school open days**

CK had attended all three open days and gave her impressions of each. SPS: whilst there was a lower turnout than at the other schools, the event did raise the profile of the school in the local community. JR added that some prospective parents had been in touch since the open day. SWP: the day was fairly busy, and included attendance from a number of pre-school children and parents, as well as one from Malmesbury. CM: this was well attended and included input from The Hive at Lyneham, which was felt

to be a very positive link for the school. CK suggested that consideration be given to re-structuring the event in future, should so many visitors arrive. It was agreed to determine the best future structure after the next open day, which would be an afternoon event.

ACTION: CK/JR to consider the structure for future open days at CM (after the next event).

### **Feedback from training course**

EB had attended the recent Understanding Christianity course, run by the Diocese. As background, she explained the changes in the teaching of Christianity, which involved more work using text as a source, more use of theological language and a greater emphasis on the big picture, based on the Bible. She referred to the new Statement of Entitlement, which stated that no less than five per cent of curriculum time should be devoted to the delivery of RE. The changes played to the strengths of both teachers and classes and allowed RE themes to be included across the curriculum, for example in Art, Drama, History and Literature. EB said that an RE teacher from one of the schools had also attended and was holding a meeting at SPS to share the learning with staff across the three schools. Foundation members were also welcome to attend this session. EB would make her own notes available to members and would liaise with the teacher and her colleague from the Draycott Ministry, who both had course materials, to see what could be made available within the copyright issues. There were two more half-day courses planned, as well as a feedback day, all of which would be attended by the same teacher. JR noted that it was being considered that an additional member of staff attend future training in this area.

ACTION: EB to make written feedback and, where applicable, course material available to Clerk.

SF to circulate material.

### **Feedback from member of the month**

RJ was member of the month for February. Email correspondence had focused on issues relating to the mobile classroom and had been passed on and dealt with appropriately. He had visited each school, focussing on his link subject of Maths and had submitted his visit reports accordingly. CK was member of the month for March. So far, no emails had been received in the gotm inbox. She reported that her activities had included attending all three open days, as well as a strategy/marketing meeting at SPS with DBAT officers, which had been positive. The Strategy Group was scheduled to meet later in the month and she would also be conducting a maintenance and safety walk with the SBM in April, following the H&S audit at CM. She was participating in the Executive Principal's half-yearly review the following day and was facilitating the interviewing of two JLB members by Y6 pupils the day after that. The outputs of the interviews would feature in the next edition of LB Update.

### **Questions arising from committee minutes**

The Resources Committee had met on 27 February and system minutes were available. The C&S Committee had met on 10 March and minutes had been uploaded. There were no questions arising from the published minutes. The S&P Committee meeting had been cancelled due to some members' difficulty with the date and the absence of substantive agenda items. CK explained that the committee would be very busy at its next meeting, when the NORs for September would be known and the staff structures could therefore be planned.

## **Safeguarding report**

SP presented a written half-yearly Safeguarding Report. She explained that this would be an annual report in the future, to coincide with the annual audit. The report referred to the five safeguarding monitoring visits carried out over the last year and to the training courses attended by staff and the link member. The recommendation from the DBAT Quality Assurance visit that DL should be Deputy Designated Safeguarding Lead (in addition to the Heads of School) across the three schools had been implemented and she would attend the relevant training courses accordingly. SP and JR planned to meet to discuss how best to take forward the other recommendations from the QA visit. This could result in the development of an ACTION: plan. A key issue to be addressed was how paperwork should be kept and the need to inform parents of what type of details would be recorded and kept. Overall, safeguarding was a strength across the three schools and had been recognised as such by Ofsted.

ACTION: JR would copy the volunteer pack to SP when completed.

CHALLENGE JH asked how volunteers were being equipped to deal with safeguarding issues and whether they were attending any training events. JR said that volunteer packs were being compiled, containing all the appropriate documents from a safeguarding perspective.

## **Executive Principal's report**

JR highlighted a few elements of her written report. She was pleased to announce the forthcoming rise in NOR at SPS to 28, with two more pupils due to join the school soon. CM and SPS had healthy NORs of 75 and 51 respectively. The main current issue was staffing, with the resignation of a teacher at CM from 31 August. JR was working with DBAT to recruit an appropriate replacement to meet the staffing need from September. On the subject of resources, JR highlighted the redecorating work carried out at SPS by EE and a group of parents. CK would send a letter of thanks to EE on behalf of the JLB. Staff training had included familiarisation with the new Comparative Judgement system, which AK now demonstrated to the JLB. She explained that they had been building the system since January. AK showed how this was being used to mark Writing exercises, where no absolute judgements were possible. Standards and exemplars had been created for each year group to allow appropriate judgements to be made. Because the system also measured the consistency of teachers' marking, it was also proving useful as a staff development tool. JR said that staff were happy with the system once they were confident about using it and that it could be used in a number of different ways in the future, including at staff meetings. SP agreed that the dialogue that this would generate between staff was important. The JLB considered Comparative Marking to be powerful in many ways and thanked AK for the demonstration.

ACTION: CK to write a letter of thanks to EE.

## **School Development Plan**

The School Development Plan was in the TTG system for all to see and any links identified during school monitoring visits were now recorded on the visit forms. JR said that this was now being updated three times a year and had not changed since the previous meeting. No questions or issues were raised on the document as it currently stood.

## **To approve Equality Objectives**

A copy of the Equality Objectives was tabled and would be uploaded to the system. SP explained that the C&S Committee had reviewed them, in line with requirements, and had agreed that the four-year

objectives approved in 2016 remained relevant and pertinent for the three schools. These should be read in conjunction with the Equality Information that was also in the TTG system. On this basis, the JLB approved the Equality Objectives.

ACTION: SF to upload the Equality Objectives to the TTG.

DECISION: Equality Objectives approved.

### **To approve local policies**

The following policies had been reviewed by the relevant committee and updated where necessary: Safeguarding and Child Protection, Behaviour and Discipline, LB Visits and Lettings. A new Learning and Teaching policy had also been produced and agreed by the C&S Committee. The JLB approved all of the policies, which would now be sent to admin staff for the office files and posted on the websites.

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

### **Adoption of DBAT policies**

SF ran through the latest policies and guidelines to be approved by the Main Board that Local Boards were now being asked to adopt. The HR policies that had been reviewed and updated were: the Appraisal and Capability Policy, which would come in to effect for the 2017/18 appraisals cycle; the 2016/17 Pay Policy (all pay rises having been included in the September pay-run); the Use of Social Media Policy, which replaced the previous one provided by DBAT; and the Grievance Policy, which had been sent out together with a supplementary document called Grievance Guidelines for Managers. Further guidance had also been provided in the form an Employee Guide to Redundancy, which supplemented the Managing Staff Reductions Policy that had already been adopted. Finally, an updated DBAT Central Health and Safety Policy had been approved by the Main Board. A particular amendment had been highlighted by DBAT, with the suggestion that Local Boards consider amending their own Health and Safety Policies in the same way. SF said that the local policy was due for review at the next Resources Committee meeting and that she would brief the Chair accordingly. All of the DBAT policies were level 1 documents and were, together with the guidance documents, adopted by the JLB.

ACTION: SF to brief Chair of Resources Committee on recommended changes to local Health and Safety Policy when reviewed.

DECISION: To adopt all of the DBAT policies and guidance documents.

### **Finance report**

DL reported that she had now received the DBAT Financial Planning and Analysis Cycle and tabled a copy for members' information. This called for the submission of a draft budget in May and the final budget in June. Although not everything was clear at this point, DL felt that it was a step forward. She was due to attend a training course in April on the budget software.

### **Clerk's update**

The Clerk gave a brief update on a few items, the first being the updated DBAT Scheme of Delegation. She had queried one or two parts of the document and would circulate it to the JLB, for information, when she had received a reply. Secondly, SF thanked members for agreeing to attend the annual meetings of both the Parish Councils and the Parochial Church Councils (PCCs) in their locality and for

helping to find out the meeting dates. The Chair had produced a report on SWP and would produce something along the same lines for the other two schools. SF would send these to the Clerks of the PCCs in advance of the meetings; for the Parish Councils, where appropriate, a set of slides would be produced as a basis for a presentation. SF would let the Clerks know who would be attending on behalf of the JLB. SP volunteered to write a report about the SIAMS inspection, which she would circulate to the Foundation members for comment.

ACTION: SF to circulate updated Scheme of Delegation.

CK to produce school reports and slides.

SF to send reports to Clerks and confirm who would be attending each meeting on behalf of the JLB.

SP to draft SIAMS article and circulate to the Foundation members for comment.

### **Progress against LB objectives for 2016/17**

CK had updated the first objective to include reference to British Values, as agreed at the previous meeting. The JLB now considered progress against each of the objectives, in the year to date, supplemented by anything discussed or agreed during tonight's meeting. All agreed that the SIAMS report demonstrated that the first objective was being implemented well at CM, with the learning being shared with the other two schools. JH added that she was monitoring this via her school visits. For the second objective, members cited Comparative Marking and subsequent dialogue amongst the staff as a good example of the schools working together to good effect, as well as the sharing of learning from the Understanding Christianity course across the three schools. As regards the children, it was felt that the interviews of JLB members by Year 6 pupils represented good collaboration and that the joint sporting events, such as football, also allowed the children to benefit from the three-school set-up. The third objective was about extending the role of middle and senior managers. Members felt that this was being done through Comparative Marking, as well as through Pupil Progress meetings. Much had been achieved against the fourth objective, with the transfer of governance of the pre-schools being on track.

### **Closing prayer**

EB conducted a prayer of thanks and blessing to bring the meeting to a close.

*Joint Local Board dated: 20/03/2017*

*Minutes approved by Claire Kennedy*