

Joint Local Board Minutes 15th May 2017

SWP. Monday, May 15, 2017 7.00pm. Chair: Claire Kennedy. Clerk: Samantha Forrest

Governors Attending: Andrea Kaye, Claire Kennedy, Nick Jarman, Rich Jefferson, Shirley Palmer, Jill Rowe, Evelyn Bone, Debbie Luter, David Stokes, Paula Jenkins, Heather Lee, Julia Harle,

Governors' Apologies: Elaine Naughton

Non Governors Attending: Samantha Forrest, Liz Townend,

AGENDA ITEM Opening Prayer

MINUTE EB opened the meeting with a prayer.

AGENDA ITEM Welcome and apologies

MINUTE The Chair greeted members and welcomed to the meeting Liz Townend, Deputy CEO of DBAT, who was attending for the first time as part of DBAT's effort to keep in touch with Local Boards. She explained that she would attend on an occasional basis in the future, as was DBAT's practice with Local Boards of 'good' schools. Apologies were received from Elaine Naughton and sanctioned by the LB.

AGENDA ITEM Declaration of interests

MINUTE CK declared a potential interest in item 7 of the agenda, when the LB would be asked to vote on granting unpaid leave to a member of the teaching staff. She said that this request was from her son's class teacher. No other interests were declared, either regarding the meeting's agenda or as a general update to business and pecuniary interests previously declared.

AGENDA ITEM Minutes of the previous meeting

MINUTE The minutes of the LB meeting held on 20 March were agreed as a true and accurate record and signed off.

AGENDA ITEM Matters arising and not covered later in the agenda

MINUTE Most of the matters arising from the minutes of the last LB meeting were recorded in the paper supporting this item. Verbal updates were given on any issues that had since moved on or where full information was not available at the time of drafting. Mobile classroom: this was now in use and AK fed back on her first day's teaching in the new unit (today). She said that it was a good classroom environment and, with the new door, more connected to the main school building than the previous mobile classroom had been. The LB thanked all who had been involved in bringing this to fruition. Pre-schools: CK said that the target transfer date of 1 June would not now be met. This was mainly because the transfer of the leases (applicable to two of the pre-schools) required approval from the Secretary of State and this could not take place during purdah. It would now have to wait until after the General Election on 8 June. Attracting pupils from Malmesbury: EN had sent a message to say that she had been planning to raise the relevant issues with the local MP but this had also been affected by purdah and, again, would need to be done after the General Election. JLB vacancies: CK said that no one had yet come forward for the forthcoming CM Community Member vacancy. HL

reported that she had put some feelers out to find a Foundation Member who could cover the Corston and Rodbourne area; the PCC was considering the matter and one or two people were thinking about whether to put their names forward. She said she would continue to follow this up.

ACTION EN to approach the local MP following the General Election.

HL to follow up on leads to identify a suitable candidate for the Foundation Member vacancy.

AGENDA ITEM **Feedback from member of the month**

MINUTE PJ had been member of the month for April. Most of her activities had been to ensure a seamless transition from Acorns pre-school to CM Primary School. Meetings had taken place and the transition process was underway. She had also attended other events, including a school church service. JH was the current member of the month (for May). She reported that she had visited all three schools in the first half of the month and had taken part in Worship. As link governor for science, she had spoken to the teacher at SWP about the subject. She had also lent general support to the schools during SATs week and commented on the good and supportive atmosphere she found at all three schools and the calm attitudes. RJ and CK had also visited at least one of the schools during this week and echoed JH's comments about the calm and positive ambience. AK said that the SATs booster group had prepared the children well and built self-esteem. CK added that this was borne out by feedback from a parent, who had said that the booster sessions were good preparation for SATs.

AGENDA ITEM **Executive Principal's report**

MINUTE JR highlighted some key points from her written report.

NOR: pupil numbers were changing frequently at the moment. For example, a new Y5 pupil at CM brought the NOR to 75. Some enquiries were now coming from service families due to move to Lyneham, from as far afield as Northern Ireland and Germany. DS asked whether more flyers needed to be sent out to maximise such opportunities. CK said that, as well as the banners that had been put up in the locality, representatives from The Hive in Lyneham had come to the open day and had been given advertising material. She also said that most of the promotion was now driven by social media. She made sure that messages were updated regularly but the real power of this medium lay in the messages posted by existing and prospective parents, which would build over time. JR said that they were managing the impact of the increased mobility in and out of the schools. She added that they were now using a cloud-based SIMS, which allowed instant updating of pupil data.

Staffing: the report detailed a number of changes in staff, especially at CM. JR outlined the background to a request from one teacher for a term's unpaid leave to work in Africa. This met the criteria outlined in DBAT's Unpaid Leave Policy and steps had been taken to ensure that the period could be covered with a temporary appointment. The Chair asked the LB to vote on whether to grant the request. This was agreed by a unanimous vote. Members commented that this approach would be good for the school's stability and may play into succession planning in the future. They also felt that the teacher's temporary post in another continent would enable her to bring a wealth of information to the schools on her return as well as opening the opportunity for cultural links in the future, all of which could bring educational benefits. SP congratulated the SLT for managing the situation in a way that is likely to benefit all concerned.

Attendance: JR reported that she was receiving a number of term-time holiday requests from parents and was particularly disappointed that some parents had reported that their child was sick when they had, in fact, gone on holiday. CK asked whether the sharing of the Pupil Profile sheet (which contained

the figure for the pupil's attendance) on parents evening had had any impact on the parents concerned. AK replied that there had been no overt reaction although, in the cases where children had taken many sick days, it had brought home to parents just how much school time had been lost when added up over the year to date. Members acknowledged the need for balance when dealing with sickness issues and that it was important that children who were genuinely ill or infectious did not attend school. JR said that, in accordance with national guidance, appropriate action was triggered when a pupil's attendance fell below certain levels. For example, the Education Welfare Officer would be involved if attendance fell to 85%. NJ asked whether local sanctions could be applied where appropriate. JR replied that, under such sanctions, it would often be the child that suffered, which was not acceptable. It was also important to build good relationships with parents, based on co-operation. The LB agreed that it was important to work with and inform parents and hoped that the article in the last edition of Local Board Update had helped in this respect. JR suggested building on this in the next edition. CK concluded the discussion by saying that the LB would continue to monitor the situation.

DECISION The LB voted to grant the request for a term's unpaid leave made by a teacher.

AGENDA ITEM Teacher training

MINUTE A recent staff meeting had been a training session which focused on the expectations of teachers in moving from 'good' to 'outstanding'. AK presented the key points to the LB and emphasised the move to a high expectations culture and the shift in mindset required to move from a being a compliant school to being an outstanding school. She presented a table, which had been given to staff, outlining the national standards required of teachers at each level and said that it was important for teachers to feel valued. In answer to a question from DS, she explained that the need to value teachers referred to all main stakeholders: the government, Local Board, the SLT and parents. She said that this wide range of stakeholders reflected the current educational environment in which there was a tendency for teachers to feel under-valued. Under these circumstances, it was important to look at the big picture as well as the local one. It was noted that the LB always wrote to staff to thank them for a key piece of work that had had a positive outcome or had been 'above and beyond' and that this was appreciated by staff. AK said that a key point was that teachers needed to feel empowered in their roles. They also needed to be able to achieve a good work/life balance while still reaching their full potential. There followed a discussion about the annual 1265 hours of Directed Time for teachers, what this included and - importantly - which essential activities fell outside of this time. It was acknowledged that all the teachers were putting in additional time. NJ asked whether there was an issue with staff morale at any of the schools. JR said that this had been the case but was partly as a result of staff movements and budgetary issues and had improved recently in the school most affected. CK added that this was the case in the wider educational context and was not specific to our schools. JR indicated that retention in schools nationally is also an issue, particularly with younger teachers. AK concluded the presentation by saying that the staff training session had been very useful and well received as a starting point for future discussions. The LB thanked AK for running through the issues for them and explaining the key points.

AGENDA ITEM Report back from committee meetings and questions arising from the minutes

MINUTE Staffing and Pay Committee: the committee had met on 2 May and had been chaired by EB in CK's absence. She said that members had discussed the staffing structure for next year, which was now close to its final form. She was to conduct an exit interview in July and would feed back any key points to the LB.

Curriculum and Standards Committee: the committee had met on 5 May and the minutes had been uploaded to the system. In the light of PJ's forthcoming departure from the LB, SP spoke of the big impact she had had on the committee, especially in her liaison with the CM EYFS subject lead. The committee had discussed the SEND Audit and the problems caused by the requirement to complete the new and completely different Wiltshire Council pro-forma. In order to make the best use of the SENCOs' time, the committee had agreed that they would RAG-rate last year's format and then work towards using the new format in the future. SP would give a more detailed report to the LB at the July meeting. The committee had also agreed that, where new curriculum policies were to be drafted, the link governor would work with the subject leader to produce a draft to present to the committee. This would be the case with two policies that were at the planning stage: the Curriculum Policy and the Literacy Policy. Staff would also be involved in the Curriculum Policy to ensure that the document reflected practice in the schools.

Resources Committee: the committee had met on 10 May, with the main item being the draft budget for each school. RJ outlined the current situation and, in particular, the significant impact of the imposed large rise in employer contributions to the LA pension of staff members. The challenge was to find a way of balancing the budgets without an adverse educational impact. DL fed back on the discussions she had had with DBAT colleagues, who were supportive. The draft budgets would be submitted by the end of May and the LB would approve or comment on the final budgets before the end of June. The committee had looked at the costs associated with the current staffing structure and DL tabled a summary of the current staffing structure across the three schools, and how the costs were apportioned, for LB members' information.

ACTION EB to feed back on exit interview to July LB meeting.

SP to give SEND report at July meeting.

AGENDA ITEM Update on pupil performance and assessment

MINUTE SP said that she was not in a position to present a full analysis of the data for Terms 3 and 4 but would, instead, give a general update on her activities as link governor and recent meetings. She had met with JR and AK to discuss pupil performance data and progress. In the case of CM, she had raised some of the points identified by Ofsted, such as the learning of phonics and the progress in reading and comprehension, and was updated on interventions that had been made to address these areas. They had also looked at the context, particularly in the cases of SWP and Seagry, where the small cohorts meant that even a low absolute number of SEND pupils could represent a high percentage and therefore skew the results. SP mentioned the recent visit by the DBAT SIA, who was to produce a report for the SLT that would result in an action plan. She was also pleased that DBAT had recognised the approach to pupil profiling, which would be shared as good practice. Finally, SP undertook to provide a more detailed report on outcomes at the July LB meeting, which would include an analysis of Term 4 data and an update on Pupil Premium spending and impact. In preparation for this, she would be asking challenging questions and studying the key points made in the SIA's report when that was received.

ACTION SP to present an analysis of Term 4 data and an update on Pupil Premium at the July LB meeting.

AGENDA ITEM School Development Plan

MINUTE JR explained that the SDP presented had been updated and RAG-rated. Members agreed that it showed that things were moving in the right direction against the targets that had been put in

place. JR explained how changes in the way that staff are now looking at predicted outcomes and progress was enabling them to focus more time on helping pupils reach ARE. JR reported that DBAT was to issue a new format for SDPs, based on an amalgamation of the headings and requirements put forward by all the DBAT academy Heads. She had requested that the new format include the ability for LB members to add their comments, as well as the ability to feed in comments and evidence from parent surveys, where appropriate.

AGENDA ITEM To approve local policies

MINUTE Two policies were presented for approval. One was a new policy: British Values, which had been put together by the C&S Committee. This was approved. The other policy was E-Safety, which was an existing policy that had been subject to its annual review. RJ had raised some issues prior to the meeting, which he outlined now for members. He felt that the document was not only very lengthy but that some of the stipulations put an unnecessary onus on schools and staff and that this opened the schools up to risk. He had some suggestions about how to address these concerns and offered to undertake the work following the meeting. This was agreed. DS and SF agreed to assist and support where needed. It was agreed that the revised policy would be shared amongst members by email and approved. The LB noted that the Computing and E-safety link governor (co-opted to the C&S Committee) had given notice that she was stepping down and expressed their thanks for all she had done in both this subject area and to support SP in Assessment. CK would write to her to express the appreciation of the LB. As usual, the Clerk would forward the approved policy to the school admin staff and post it on the websites. CK mentioned the need to assess the pre-schools' policies and identify any potential conflict with the school policies. She said that the Clerk had agreed to undertake this work and develop a programme to review the policies and address any issues that were identified.

ACTION RJ to lead on the revisions to the E-Safety Policy.

CK to write to SK on behalf of the LB.

SF to forward the approved policy to the school offices and post it on the websites.

AGENDA ITEM Clerk's update

MINUTE The Clerk gave a brief update covering a number of points.

Training records: SF said that DBAT had recently asked for details of the training undertaken by LB members in the past and in the year to date. She had supplied historical information from the central records that she kept prior to the adoption of TTG. From July 2016, it was the responsibility of members to keep their own training records up to date on the system. She asked any members who had not entered all of their training courses since July to do so as soon as possible following the meeting. She emphasised that this included any courses undertaken as part of another post or role that were directly relevant to the governor role (such as Safeguarding, for example). In future, DBAT would require governor training records at the end of each academic year so it was important that the records were maintained and updated.

Skills Audit: SF said that this year's Skills Audit would be done on TTG and asked members to complete their own assessment by the end of June. She would then present a gap analysis to the July LB meeting, which would feed into the training plan and inform future governor recruitment to ensure the appropriate skills mix on the LB. Once members had done their initial self-assessment on the system, they could update this periodically. Rather than doing this as an annual exercise, therefore, a snapshot could be taken once a year to give a year-on-year comparison and inform training, mentoring and governor recruitment going forward.

The Trust Governor: SF reported that DBAT was looking at the possibility of adopting a trust-wide governor-sharing tool such as TTG or GovernorHub and had been in touch to ask clerks what systems they currently used, if any, and to gain feedback. SF said she had responded and LT commented that there might be an opportunity to put forward further views at an event being organised for DBAT clerks. Members agreed that the system had been beneficial in many ways.

ACTION All to ensure training records are up to date on TTG
All to complete their Skills Audit on TTG.

AGENDA ITEM Trust Governor system

MINUTE This item had been intended as an opportunity to re-cap on the some of the features of The Trust Governor and give an opportunity for members to ask any questions to ensure that they were fully conversant with the system and appraised of the recent additions that had been made. Unfortunately, the local wifi was not working during the meeting, so this item was deferred.

AGENDA ITEM Progress against LB objectives for 2016/17

MINUTE The Chair ran through the four LB objectives for the current year to allow members to comment on progress against them, both in the year to date and in any items discussed or decisions made during tonight's meeting.

Objective 1: members agreed that British and core values were promulgated throughout the schools, as borne out by the SIAMS report on CM and by the school visits made by JH. This had also been formalised by the drafting of a British Values Policy, which had been approved earlier in this LB meeting.

Objective 2: the three schools were well working together to mutual benefit. Members cited as an example the way that each school supported the others' sports teams to the benefit of the children. EB also cited the meeting held by the teacher who had attended the Understanding Christianity training course to feed back the key points to teachers across the three schools. JR said that a programme of staff meetings across the three schools was now in place and working well. In addition, the staffing resource had been used flexibly across the three schools, for example to cover maternity leave. In particular, the TA support was used as needed across the schools.

Objective 3: One Head of School had been working closely with an NQT to give support. Training courses were being shared across the schools and feedback given to other staff to share the learning when not all could attend. Writing was being monitored across the three schools and the development of its teaching was an SDP target which was green rated. JR said that the Pupil Profile underpinned all of that work across the schools, with outputs cascading across the schools following the Pupil Progress Meetings.

Objective 4: as reported earlier, much work had been undertaken to ensure the smooth transfer of the pre-schools to the schools. The new structure was expected to ease the children's transition to school but that would not be known for sure until September. As part of this, however, CK, JR and PJ had met with the contact from Wiltshire Council to discuss how the new weekly entitlement of 30 hours of government-funded childcare for 3 and 4 year-olds could best be delivered by the pre-schools.

AGENDA ITEM Closing prayer

MINUTE EB gave a prayer of thanks to bring the meeting to a close.

Minutes approved by Claire Kennedy