



**MEETING OF THE BOARD OF DIRECTORS (BD)  
OF THE RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT)  
HELD ON 27<sup>th</sup> November 2017 at THE AQUEDUCT MARINA, CHURCH MINSHULL  
(Commencing 19.00)**

**Directors in Attendance:**

Mr P Bostock (PB)                      Chair of Board of Directors  
Mrs A James (AJ)  
Mrs S Loughlin (SL)  
Mrs A Platt (AP)  
Mr I Rutter (IR)  
Mrs F Todd (FT)                      Executive Headteacher

**Also in Attendance:**

Mrs S Mellor (SM)                      Headteacher Warmingham School  
Mrs L Taylor (Clerk)                      Clerk to Governors  
Mrs J Jones (JJ)                      RCSAT Business Manager.

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**PART ONE**

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Welcome and Prayer

**1. APOLOGIES ANY OTHER BUSINESS (AOB) ITEMS**

Received and accepted from Mrs J McMurtrie (JM)

**2. CONFLICT OF INTEREST**

a) To give governors the opportunity to declare any potential pecuniary interest or conflict of interest. The following were declared: S Loughlin is a governor at Christ the King School Macclesfield.

b) Completion of annual declarations: AR and JL still to complete.

**Action: SM:** email AR and ask to come into school and complete one urgently and email to Jo Jones. [JJ contacted.](#)

**Action: PB:** discuss membership with JL and if continuing he is to email declarations to Jo Jones

c) The responsibility for updating the register of business interests on the school website and Get Information about Schools website rests with J Jones and is delegated to Wendy Tarling.

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### 3. MEMBERSHIP

AJ was formally welcomed to her first FBD meeting as a Director of the Trust following appointment on 31.8.17.

**Q: *Wil we be increasing the number of Directors of the Trust?***

**In Response:** The work load of Directors and governors was discussed.

Recruitment of Directors and local governors will be skills based and taken to the members of the Trust.

**Action: SL:** Review skills audit analysis to inform governor recruitment and feedback to BoD.

**Action: SM:** Email SL contact details of prospective Warmingham local governor.

**Action: PB:** Email SL contact details of prospective local governor

**Action: SL:** Email prospective new governors skills analysis to complete.

### 4. PART ONE MINUTES AND MATTERS ARISING

Confirm the part one minutes of Board of Directors meetings:

a. **10.7.17: Agreed** as an accurate record with no matters arising.

b. **12.9.17: Agreed** as an accurate record with no matters arising.

### 5. CHAIR’S POWER TO ACT

- a. Academic year 2016-17: The Chair reported that **no** decisions had been taken **under the Chair’s Power to Act** on behalf of the Board of Directors since the last full governing board meeting.
- b. Academic year 2017-18. It was **agreed** to delegate to the Chair, the Power to Act on behalf of the board of governors.

### 6. FINANCIAL COMPLIANCE

**6.1** Arrangements for publishing 2016/17 audited financial statements on the school website by 31<sup>st</sup> January 2018: JJ will complete once all documents are signed.

**6.2** The auditor’s management letter will be submitted by 31 December 2017.

**Action: FT:** Ensure accountant signs final management letter

**6.3** Following the approval by the Members and Directors, the 2016/17 accounts will be submitted by Afford Bond before the deadline of 19 January 2018

**6.4** EFA Accounting Officer letter: Received with no matters arising.

### 7. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

**7.1** Minutes of Committee meetings not previously received with no matters arising:

**Estates 13.10.17**

**Pastoral 13.10.17**

**7.2 Achievement 20.11.17:** The minutes of the meeting held on 20.7.11 were not yet available: SL verbally reported items of note:

- RAISEonline replacement, Analyse School performance (ASP), and the Inspection Data Summary Report (ISDR) were received by the committee.
- All the RCSAT schools use in- house data tracking system, School Pupil Tracker Online (SPTO), which is in the early stages at Warmingham.
- Data is broadly in line with national expectations.

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- Strategies are in place to enrich the Curriculum.
- Writing is a focus at all three schools.
- The implementation of Faculties is working really well: Thanks were extended to FT for introduction of the initiative.
- SL and AJ have completed a joint learning walk at all three schools; SL verbally reported to the FBD meeting (item 6 Achievement minutes).
- Warmingham: All Teaching staff are either new to the school, the post or teaching. Support and monitoring is in place for all staff.
- The RCSAT SENCO is working across all three schools.
- It was noted that all Directors have access to the data presented to the committee including ASP and the ISDR on Governor Hub.
- It was noted that there is a fault with the un-validated Warmingham ASP data.
- It was emphasised that Directors are to be aware of the Headline data for all three schools.
- **Q: The format of governor visit reports?**
- **In Response:** This was discussed; PB had distributed pro-forma documents to all earlier in the term.
- Ensuring visits have a strategic focus and governors steer clear of making judgements was noted. FT and SM value the educational skill set and informed view of AJ and SL and the continuity of the learning walk visits following the earlier due diligence visits.

7.3 JJ confirmed the land and building collection tool (LBCT) was completed and returned by 31 October.

7.4 **Unofficial School Fund audit certificates:** Received for all three schools in advance of the meeting with no matters arising.

## 8. PART ONE HEADTEACHER'S REPORTS AND MATTERS ARISING

The report was received in advance of the meeting with the following matters of note/arising:

### 8.1 Warmingham: Presented by SM:

- Admissions were 58 following the census, now increased to 61 and potentially 65 by the end of January 18.
- 21 applications were received for reception, 7 were for siblings; reception will be full for September 2018.
- Data analysis is posted on governor Hub. ASP has the capacity to filter vulnerable group's data.
- It was noted that small rural schools tend to attract higher percentages of SEND children.
- **Governor Comment: It is important to keep an eye on the percentages of SEND.**
- **In Response:** The overview of the EYFS cohort was found useful and would be valuable to do for each year group, to closely monitor SEN and other groups.
- Talk for Writing is to be re-invigorated following staff changes. Training has been held with R Brookes.
- **Q: I agree with both sets of data and year on year profiles; does SPTO have ability to show progress from starting points?**
- **A:** Yes you can track progress from starting points.
- Discussed.
- SM is working with Bunbury Data Lead, S Frost.
- **Q: Are there difficulties in making sure data entered is accurate?**

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- **A:** We are pooling expertise amongst the RCSAT staff including with internal moderation.
- **Q: Tracking of SEND?**
- **A:** They are going to be included in moderation and included in SPTO. The staff have been working with TAs to inform judgements.
- **Q: Have you had chance to summarise SPTO?**
- **A:** Warmingham's has just been completed working with S Frost; a further meeting is arranged for the end of term.
  
- **Q: Admissions at St Oswald's and Bunbury?**
- **A:** St Oswald's is oversubscribed; Bunbury 22 potentially 25.

- The expansion of the pupil leadership team was noted.

SM was thanked for the report.

### 8.2 IR verbally reported an item discussed at the HR meeting held on 13.11.17:

- The committee agreed that in order to support both Headteachers, pairs of committee members from opposing schools would address any parental difficulties.
  
- **Q: Admissions as a MAT in terms of ranking?**
- **A:** RCSAT local governors sitting in opposing school panels.
- Warmingham's parish boundary was discussed. The current policy is catchment then siblings. The context of the village was discussed; Cheshire East's (CE) boundary differs to the Parish Boundary.

### 8.3 St Oswald's and Bunbury: Presented by FT:

- Numbers look good.
- Attendance has dropped a little; the reasons behind this were noted. The school are following all procedure to address.
- Membership of the Maths Hub was noted. The school is using elements of Singapore Maths; Teacher planning and providing challenge was noted. It is keeping children moving on and challenged to ask questions and is starting to have impact.
- Emotionally Health Schools has been a focus with an extensive action plan. Three members of staff are trained to the highest level and it is working really well; it is about a shared language for staff and children and is starting to have impact.
- SDP Priority 3 Broad and Balanced Curriculum: Foundation subjects are being tracked on SPTO but not as intensively as core subjects. Training with Chris Quigley has been positively received.
- The Diocesan inspection report was very positive and the school looks on track for an outstanding Statutory Inspection of Anglican and Methodist Schools (SIAMS).
- The SDP is moving on; it now needs embedding.
- **Governor Comment: Real evidence is coming through on learning walks so strongly of the breadth and depth of the curriculum at St Oswald's and Bunbury (they are a year ahead of Warmingham). The quality of what is seen is really, really good.**
- **Q: Is there any mileage following the church services with performances correlating to the Rights Respecting Schools Award (RRSA)?**
- **In Response:** Discussed. It was noted there is a limit to the numbers of staff available to attend.
- Directors requested that they receive notice of Warmingham events.
- **Action: SM:** Warmingham newsletter to be sent to all RCSAT membership.
- The Ethos Council is leading in worship and emotional health an wellbeing days. Planning and developing is underway across the school.

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- **Q: The impact of SEND on data?**
- **In Response:** The changes in progress measures were noted.
- **Q: In terms of the LA Level of Support and Intervention (LOSI), have they taken SEND into account?**
- **A:** They will have looked at the floor targets.
- **Q: Have you responded to that at Warmingham?**
- **In Response:** It was noted data is based on four children.
- **Governor Comment: This is the importance of the filters on SPTO on SEND.**
- The importance of showing progression on SPTO and having case studies were noted. Dis-application criteria were discussed.

**9. ACADEMY DEVELOPMENT PLAN (to include SEF's)**

Contained within the Headteacher Report.

**10. SCHOOL DEVELOPMENT PLANS (SDP)**

Contained within the Headteacher Report.

**11. SCHOOL PERFORMANCE**

Contained within the Headteacher Report.

**12. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER**

The external adviser visited all three schools on 13.11.17. The report is awaited.

**Action: FT:** Post on governor hub, SIP report from 13.11.17 once final version agreed.

**13. ADMISSIONS**

**13.1** Bunbury and St Oswald's admission arrangements are out for public consultation.

**13.2** Warmingham's admission arrangements were discussed: It was **determined** that catchment will be ranked above siblings.

**Action: SM:** Warmingham admissions policy to go out for consultation to comply with statutory timescales.

**13.3 Admissions policy:**

**Proposal:** Pastoral Committee meeting 13.10.17 minute 5.1: recommend Admissions Policy for adoption by the Board of Directors at the FBD autumn meeting on 30.11.17.

**Proposal Agreed** by the Board of Directors.

**13.4 Proposal:** Pastoral Committee meeting 13.10.17 minute 5.1: membership of admissions panel comprises one member from each school and to be H Isherwood, I Burnley and S Loughlin:

**Proposal Agreed** by the Board of Directors.

It was noted that SL and Bunbury Principal, N Badger, have both attended Diocesan admission appeals training this year. **Action: SL:** disseminate the training to the other panel members.

**14. SAFEGUARDING**

**RCSAT Safeguarding Policy:**

**Proposal:** Pastoral Committee meeting 13.10.17 minute 5.2: Recommendation to approve the Safeguarding Policy:

**Proposal Agreed** by the Board of Directors.

**Action: clerk:** email out notification of safeguarding level 1 at Acton Primary approx. 4pm on 4.12.17. **Action: SM:** check time of training and email to clerk or board.

Training subsequently postponed

**15. DIRECTOR’S REPORT**

The autumn 2017 Director’s Report and precis were circulated to all governors prior to the Full Governing Board meeting with the following items noted at committee meetings:

Pastoral: 1,2, 9, 14,15,16,17 and 18.

Achievement: 3,4,5,6 and 8.

Estates: 2.

Full board of governors 12.9.17: Item 3: Academy Financial Handbook Septembers 17 updates.

**16. GOVERNOR MONITORING, TRAINING & DEVELOPMENT**

**Action: All:** Complete updated Prevent training, access from link emailed by SL.

**Q: Governors trained in Safer Recruitment?**

**A: FT and IB; PB and IB to attend.**

**17. SCHOOL POLICIES**

**17.1** Pay policy for teachers: **Agreed** by the Board of Directors.

**17.2** Pay policy for non-teaching staff members: **Action: FT:** Check non teaching pay policy has been completed.

**17.3** Admissions – recorded under item 13.3

**17.4** Safeguarding: agreed under agenda item 14.

**17.5** The Mental Health and Wellbeing Policy had been approved at the Pastoral committee with an additional comment on a scriptural basis once received from Rev P Goggin.

**18. PLANNED RESIDENTIAL VISITS**

The MAT uses CE’s online system, Evolve, to risk assess residential visits. The following forthcoming visits during 2017-18 were approved subject to satisfactory risk assessment:

- Chasewater
- Condover
- Ingestre Hall – joint Y5 and Y6 trip.

Communication with parents was discussed.

It was noted that CPOMS safeguarding software has been rolled out in all three schools; Warmingham have a CPOMS meeting arranged for 4.12.17. The Safeguarding Children in Education Settings team (SCiES) recommendation, to use the same format as the LA, was discussed; all the staff have the old paper template as a guide to complete CPOMS.

**19. MEETINGS**

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The dates of the remaining full board of Directors meetings to be held during the academic year 2017-2018 were confirmed as **19 MARCH and 9 JULY.**

**Action: clerk:** send to RCSAT membership that FGB on 19.3.18 is for ALL LOCAL GOVENORS AND ALL DIRECTORS. [Sent 28.11.17](#)

**Action: PB:** Venue for 19.3.18 and 9.7.18 to be confirmed.

**20. ANY OTHER BUSINESS**

There was no additional part one business.

**IMPACT STATEMENT**

Ensure clarity of vision, ethos and strategic direction:

- Committee review of policies and procedures tailored to each school setting
- Pastoral and Achievement committee monitoring that the Christian distinctiveness and individual character of each school is upheld.
- HR committee monitoring that the Pay and Appraisal policy is effectively implemented.
- Growth of the MAT and capacity to sustain growth is monitored at committees

Hold the Headteachers to account for the educational performance of the school:

- Achievement committee minutes evidence interrogation of the data and governor challenge to the Headteachers.
- HR committee monitoring of the application of the performance appraisal process

Oversee the financial performance of the school, ensuring value for money:

- Finance committee minutes evidence robust governor monitoring, review of annual contracts and service level agreements.
- Grant bid funding is actively pursued.

Promote the highest possible standards for Safeguarding:

- Estates committee monitors premises security measures
- Pastoral Manager termly briefings to the Achievement committee
- Link governor monitoring is robust with a programme of termly visits and the Single Central Record is regularly monitored.
- CPOMS has been rolled out across the MAT.

End of part one minutes.

Part two minutes recorded.