



MINUTES OF a MEETING OF THE BOARD OF DIRECTORS (BD) and BOARD OF GOVERNORS OF THE RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT) held on 19th MARCH 2018 At THE AQUEDUCT MARINA, CHURCH MINSHULL (Commenced 19.14)

Directors in Attendance:

- P Bostock (PB) Chair of Board of Directors (also Member of Trust)
- A James (AJ)
- S Loughlin (SL)
- J McMurtrie (JM)
- A Platt (AP)
- I Rutter (IR)
- F Todd (FT) Executive Headteacher, Chief Operating Officer.

Local Governing Committee Members in Attendance:

- I Burnley (IB)
- P Goggin (PG) (also Member of Trust)
- R Hazelton (RCH)
- H Isherwood (IR)
- A Richardson (AR)
- A Tomlinson (AT)

Also in Attendance:

- S Mellor (SM) Warmingham School Headteacher
- L Taylor (Clerk)

PART ONE

Welcome and Prayer

1. APOLOGIES AND AOB ITEMS

1.1 Apologies were received and accepted from B Brockbank (BB), C Briggs-Harris (CBH), T Hayward (TH), Mrs Z Lloyd (ZL), St Oswald's Principal, A Goodwin, and J Jones (JJ) RCSAT Business Manager.

1.2 Part one business tabled for consideration at the end of the meeting:

1.2.1 Teaching School Status

1.2.2 Asbestos Management Assurance Process (AMAP)

2. CONFLICT OF INTEREST

To declare any potential pecuniary interest or conflict of interest between an individual and the governing board as a whole in connection with the business to be discussed during the meeting. The following were declared:

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- P Goggin is a governor at Mablins Lane Primary School and a Trustee of the Warmingham School House Trust.
- S Loughlin is a governor at Christ the King School Macclesfield.
- A Richardson is a Trustee of the Warmingham School House Trust.
- I Burnley is a Trustee of the Worleston School House Trust.

Action: Clerk: email AR declarations form to update.

Action: AR: complete and return to clerk.

3. MEMBERSHIP

Changes received:

3.1 Bunbury Local Advisory Committee: Resignations of E Jordan Stout 12.1.18, and J Lowe 12.2.18.

Proposal of appointments: L Monroe has submitted a skills audit and pen portrait which will be considered.

3.2 St Oswald's Local Advisory Committee: Resignation of R Parton 9.1.18; the meeting noted that RP continues to be supportive of the Trust. Governors extended their thanks to RP.

The appointment of H Spencer for four year term commencing 14.2.18. HS has joined the Estates committee membership.

3.3 Warmingham Local Advisory Committee: Proposal of appointments; awaiting skills audits and pen portraits from the 2 candidates.

Action: AR/IR: Follow up.

Action: Clerk: Email AR NGA academy governors' skills audit.

4. PART ONE MINUTES AND MATTERS ARISING

4.1 The part one minutes of the autumn term full governing board meeting on 27.11.17 were **agreed** as an accurate record and signed by the chair.

4.2 The part one minutes of the Strategic meeting held on 14.2.18 were **agreed** as an accurate record and signed by the chair.

4.3 There were no matters arising from part one minutes not covered elsewhere in the meeting.

5. CHAIR'S ACTION

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.

6. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

6.1 Minutes of Committee meetings not previously received with no matters arising;

Finance Committee 27.11.17

Pastoral Committee 7.2.18

HR Committee 12.2.18

6.2 Minutes of Committee meetings not previously received with matters arising;

6.2.1 Estates Committee 7.2.18: The difficulties logging on to the Condition Improvement Fund (CIF) portal and the MAT having one log on were noted. PB has met with E3 cubed to address. It was noted that the MAT has not agreed any exclusivity in the contract.

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6.2.2 Achievement Committee 15.3.18: The meeting had been rescheduled and the draft minutes produced for the day of the FGB;

Action: Clerk: Summer agenda item to receive the Achievement Committee 15.3.18 minutes. SL presented items of note:

- It has been around three years of the new national curriculum and attainment and progress expectations in schools. The expectation is that schools will now be accurately assessing data.
- The Headteachers presented the data; in terms of data tracking at Bunbury and St Oswald's they are refining the process used to track; Warmingham is relatively new to the process.
- The committee looked at the Self Evaluation Forms (SEF); Bunbury and St Oswald's are both good/outstanding. Warmingham's SEF was noted.
- Warmingham's Early Years Lead presentation was very good.
- Bunbury's English Lead position statement was reviewed.
- SDP, SEN reports and Parent and School Council minutes were received.
- The committee sought assurance that Warmingham's Risk Assessments, due to the impact on the car park of the Village Hall works, were in place.
- SL's request that books were brought to the meeting proved very useful; one year from all three schools were provided and the meeting looked at progress evident in books and compared books with the marking policy. The meeting was able to see evidence of the English position statement in the books.
- **Q: *This is away of sharing best practice?***
- **A: *Yes; we will continue to do this moving forward. The committee are going to decide the focus for the summer term governors' walk.***

6.2.3 Pastoral Committee 7.2.18:

- Action item 7: Safeguarding roles across the Academy to be taken to Directors: SL took this action to the Strategic meeting on behalf of the Pastoral Committee Chair. **Action: SL:** to check safeguarding actions completed by schools.
- Due to the resignation of E Jordan Stout, AJ has taken on the SEND link governor role until it a suitable replacement can take up the post. AJ will meet with the SENCO during April.

6.3 Staffing structure for 2018-19:

It was too soon to confirm the staffing structure for 2018-19 and it will be approved at the joint Finance and HR meeting to be held prior to the summer FBG meeting.

Action: Clerk: c/fwd. to summer agendas (FGB and Finance)

Action: Clerk: To be standing summer term FGB items.

6.4 Curriculum plans: These are part of the SDP and are current until the end of the school year.

7. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

7.1 Warmingham: SM presented matters of note/arising:

- SDP priorities are; improving attainment in English and maths; a broad and balanced curriculum; mental health and wellbeing; improving teaching across the school; progress in writing and progress of middle attainers.
- Strengths: Maths outcomes, there are still areas for progression.
- Attendance is good; a spot check was done of attendance not at 95% and letters sent to parents.

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- The SEF was noted. September had a new cohort of staff and loss of skilled staff. Staff meetings have been held to address the SEF; all staff have had appraisals and reviews.
- The Nantwich Education Partnership (NEP) support has been really useful.
- Writing is an area of focus; the MAT non negotiables have been implemented and ensuring staff are aware of each age related expectation. In house moderation and book scrutiny has been done. CPD is being done; Y2 and Y6 staff are having some individual training. Support has been received from the MAT with visits from very skilled staff. A Y6 focus group is receiving extra tuition. SATS booster lessons are in place for Y6, after school for Y2. The School are working with Pebble Brook Primary on Talk4 Writing; this was instigated last year but due to the loss of trained staff the school are still embedding.
- Following the Achievement committee meeting where best practice was shared, moderation sheets were shared with Warmingham. The Achievement committee requested that the Bunbury English lead is to allocate time to spend at Warmingham. External writing moderation is via other RCSAT schools, the EIP and local cluster group; training is being done with L Neill to ensure staff are secure in assessments of writing. The book sharing at the Achievement committee was noted.
- Writing is the main push at Warmingham but taking part in first4 maths with RCSAT training and problem solving skills. Rising Stars is being used for maths and the school have investigated standardised scores using PUMA. Staff have improved assessment by collating files and benchmarking.
- School Pupil Tracker Online (SPTO): The staff are developing confidence; SM requires more training – booked via RCSAT.
- SEN provision is a challenge as there is a huge diverse range of need; staffing was noted; the RCSAT SENCO is working 1 day week at Warmingham.
- Car Parking: The school's actions to address were noted.
- Implementing and having time to embed interventions and pick up the pace is a focus.
- Next steps: English: boys in writing, survival theme for the summer term to stimulate and engage. SEN; middle ability.
- The school has received a huge amount of support from governors and RCSAT; staff are grateful for the support and have seen lovely practice at the other RCSAT schools.
- The new format of the report was noted; feedback from governors would be appreciated.

7.2 St Oswald's: FT presented matters of note/arising:

- Pupil numbers are 114 including the nursery; part 2 item recorded.
- Attendance; part 2 item recorded.
- Predicted scores; Challenges include a lack of space, as numbers have grown this has presented difficulties in delivering interventions.
- September will have a large class of 30 in Y2/3.
- Toilets; these urgently require a revamp.
- EYFS: There is a very specific data issue from 2017; AT has accessed extra training.
- Two year olds are being tracked as a separate group to prove the impact of the Nursery and early capture.
- Maths; attainment looks low; the maths team are now working very differently which FT explained to the meeting; the school will be using SPTO differently.
- Groups being tracked separately with the data unpicked were noted.
- The EY's key areas of development noted.

7.3 Bunbury: FT presented matters of note/arising:

- 14% are SEN; there is low Free School Meals (FSM); absence is well above national expectations; there are very few lates.

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- Groups are being tracked as at St Oswald's. Disadvantaged has historically been low but is rising.
- A Deputy Head on a NPQH placement has been running a Pupil Premium (PP) project.
- Maths; the same issues as at St Oswald's; actions in place to support staff were noted. The maths hub is a 2 year project and is having impact in terms of planning, lesson monitoring and resources; an audit of resources was done at both Bunbury and St Oswald's.
- The Principal has been out of class and St Oswald's Principal in class; this will be the opposite after Easter due to planned staffing to cover maternity leave.
- Bunbury and St Oswald's have bids in for Trim Trails.
- Replacement members of staff were noted; Bunbury has a fully funded TA for SEN.
- Writing moderation is being done with Wrenbury.
- Just4maths sessions booked; training will rotate between both schools.
- A lot of maths hub training in place.
- HeartSmart is in place.
- Retraining in IRIS is required to get it moving at both Bunbury and St Oswald's.

7.4 SDP:

7.4.1 Bunbury and St Oswald's: FT presented items of note:

- First action is spelling and grammar, moderation is booked.
- Second action is mental health and wellbeing, which is ahead of plan.
- Building learning power; following staff feedback it has been moved back.
- The Pastoral Manager and the SENCo meet weekly and are driving the agenda forward.
- The Unicef RRSA is about to be submitted.
- Curriculum: Faculties are on track; the next stage is to get assessment rigorously monitored and look at the analysis of data.
- Staff feedback regarding the traveling time to other MAT schools will be addressed using Skype or similar.
- Staff barriers in the use of IRIS were discussed.
- **Governors challenged the use of IRIS in training?**
- **In Response:** *The idea is that clips will be shared.*
- **Governor comment:** *It sounds very constructive.*
- It was noted that a Talk4writing session was filmed at Warmingham.
- **Governor comment:** *If the staff engage with IRIS it will be very powerful.*
- The updated Statutory Inspection of Anglican and Methodist Schools (SIAMS) framework is due this autumn and was discussed. AG attended training at the Diocese; Bunbury and St Oswald's are due for a SIAMS inspection.
- Maths and English will be carried over to the next SDP.

- Congratulations were extended to the Bunbury Principal, N Badger, who has achieved the NPQH qualification.

7.4.2 Warmingham: SM presented items of note:

- The SDP was recently reviewed with ongoing activities and is on track.
- Things to embed; a huge amount of work is being done with maths and writing and the breadth of the curriculum.
- Staff are assigned to faculties; the use of Skype will support the Faculty meetings; IRIS will help address some actions.
- Mental health and wellbeing; HeartSmart is being introduced.
- Blooms Taxonomy needs to be embedded.
- Monitoring is being done by SM, FT and the SIP.

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- Babcock spelling is red ragged; the staff are dipping in and out of the scheme.

Thanks were extended to the Headteachers for the reports and all the work that has gone into the SDP's and thanks extended to all staff. **Action: All Governors:** Feedback to FT and SM on structure of reports.

8. FINANCIAL MATTERS

The following were confirmed:

- The 2016/17 audited financial statements were published on the school website by 31st January 2018.
- The auditor's management letter was submitted by 31st December 2017
- The 2016/17 accounts return was submitted by 19th January 2018
- The 2017/18 budget variances were reviewed by the Finance Committee.

9. GENERAL DATA PROTECTION REGULATIONS (GDPR) AND 10. GENERAL DATA PROTECTION OFFICER (DPO)

The meeting discussed the new regulation coming into force on 25.5.18. MATS are required to have one DPO not one per school. The National Governors Association (NGA) and The Key for governors' advice regarding who could be a DPO were noted. Outside provision was discussed. The SBM is working through a data audit. AP is willing to attend GDPR training.

Action: JM: Work with the SBM to audit and clarify where the school sits with changes from with the existing Data protection act.

Action: SM: Bring back to board any further information on DPO role from East Cheshire Association of Primary Headteachers (eCAPH) meeting.

Action: PB: Look at voluntary organisations approach to GDPR/DPO.

Action: FT: Contact Cheshire West and clarify service offer.

Q: Is all in school data encrypted?

A: I.T checks the laptops.

Staff practice was discussed.

11. STRATEGIC DEVELOPMENT PLAN (SDP)

Progress against SDP priorities covered under item 7.

12. STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2018-2019

The meeting discussed requirements to support the board and the level of support it requires from a governance professional (clerk to governors). The meeting **agreed** that they wished to retain the current clerk on an equivalent basis to the 50 hours per term currently bought back from the LA. The MAT overused the clerking hours during the autumn term while the MAT governance structures were embedded and the spring term went over due in part to getting Governor Hub up and running and effectively supporting the board. The clerk has used the total 150 hours flexibly and so 23 hours are left for the summer term; the LA clerk will clerk 3 meetings during the summer term- FGB, Finance and HR combined and the Achievement committee. Pastoral and Estates will need to arrange a clerk for the summer meetings.

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13. APPROVE TERM DATES AND HOLIDAYS FOR NEXT ACADEMIC YEAR 2018-19

There were no changes to receive to the published term dates for the next school year including INSET days.

14. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER/LEADERSHIP PARTNER VISIT

The latest Record of Visit and implications were discussed and recorded at the spring term committee meetings.

15. DIRECTOR'S REPORT

The spring report and precis were received at the beginning of the spring term and matters arising and actions taken to the committee meetings. There were no further matters arising.

16. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT

- The Training Liaison Governor reported that there are still some skills audits outstanding; (ZL, BB, TH, CBH and AR). **Action:** Complete and return to SL as soon as possible.
- Preliminary review of the audits identified that there are no complete gaps and areas to strengthen include property, estates, inspections, finance and legal. Governors can upload their own training certificates/reports to governor hub training folders.
- **Action: ALL:** Governors that have completed Prevent online training are to let SL know and upload certificates to governor hub.
- **Action: AR:** will follow up rearranging booking onto Academy Governance.
- The DfE have endorsed Governor Space to deliver training to build the capacity of governing boards and professional clerking (the Clerk has registered for the training).
- Chester Diocese are aiming to get the training calendar for the autumn term out in June

17. SCHOOL POLICIES

Behaviour for Learning and Bullying Prevent: Following review at committee, **Approved** by the Board of directors.

Governor Comment: *As Christian schools we could provide a better justification for behaviour and include a sentence or two.*

Action: PG: Email example to AJ.

Q: *Behaviour for Learning there are very slight differences between the 3 school's policies; should we working towards one MAT policy?*

A: *NB and SM have gone through the policies; the school specific variances were noted.*

Governor Comments:

Ownership of the Behaviour for Learning should be coming from the children.

The procedure reflects the uniqueness and practice of each school.

Behaviour management of the rules were discussed. The policy will be reviewed during spring 2019.

Action: Clerk/AJ: Spring 19 Pastoral committee meeting: review of Behaviour for Learning Policy.

A number of policies are currently going through the faculty teams and will be brought to the summer term meetings for review and approval.

18. PLANNED RESIDENTIAL VISITS

18.1 Y 3/4 to Condover Hall, 30.4.18 for 3 nights: **Approved** by the Board of Directors subject to satisfactory risk assessment.

18.2: Y6 transfer trip to Conway 25 June organised by Tarporley High School:

Action: FT: will look into the risk assessment protocol and if Bunbury School are required to also risk assess. If required FT will inform governors and the Board of Director's approval will be conducted via email.

19. MEETINGS

There was discussion of the amount of joint full board and local advisory committee governor meetings to hold per academic year. Although most of the work is done by committees, feedback from local advisory committee members is that they would like to attend more than one joint meeting per year. It was **agreed** that all local advisory committee members will be invited to the termly Board of Directors meetings.

The date and time of the next full Board meeting was confirmed as **9th July 2018**, commencing 7.00pm.

Finance and HR meeting to be held on 9th July 2018, 17.00 until 18.50

20. ANY OTHER BUSINESS

1.2.1 Teaching School Status

FT informed the meeting of an approach received to join a Teaching School Alliance. This would be free to join and give access to outstanding schools in the partnership. FT has been invited to attend a meeting regarding development of hubs. The Board of Directors **agreed** that FT may investigate further.

1.2.2 Asbestos Management Assurance Process (AMAP)

The Clerk added the EFA document regarding the requirement to complete the AMAP by 31.5.18 to governor hub in advance of the meeting.

All are invited to the Warmingham Wakes on 5 May.

Action: AR: Email information for Warmingham Wakes to FT.

Action: FT: Pass onto schools for newsletters.

The Chair is aiming to organise a joint staff and governors BBQ/ social event. R Parton has offered to host at the Aqueduct Marina, Church Minshull, date during May to be confirmed.

End of Part one minutes.

Part two minutes recorded.

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