



**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS (BD) and BOARD OF GOVERNORS OF THE RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT) HELD ON 18<sup>th</sup> MARCH 2019 AT THE AQUEDUCT MARINA, CHURCH MINSHULL (Commenced 19.00)**

**Directors in Attendance:**

- P Bostock (PB) Chair of Board of Directors (also Member of Trust)
- A James (AJ)
- S Loughlin (SL)
- I Rutter (IR)
- H Spencer (HS) (From 19.16)
- F Todd (FT) Executive Headteacher, Chief Operating Officer.

**Local Governing Committee Members in Attendance:**

- M Bromhead (MB)
- I Burnley (IB)
- A Denton (AD)
- P Goggin (PG) (also Member of Trust)
- L Munro (LM) (From 19.17)
- A Richardson (AR)
- A Tomlinson (AT) (from 18.30)

**Also in Attendance:**

- N Badger (NB) Bunbury Aldersey School Principal
- A Goodwin (AG) St Oswald's Principal (From 19.20)
- S Mellor (SM) Warmingham School Headteacher
- J Jones (JJ) RCSAT Business Manager
- L Taylor (Clerk)

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**PART ONE**

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**1. APOLOGIES AND AOB ITEMS**

- 1.1 Apologies were received and accepted from Local Advisory Committee members B Brockbank (BB), Z Lloyd (ZL) and S Waddington (SW).  
Revd T Hayward (TH) not in attendance  
Apologies for part two attendance only were received and accepted from Director A Platt (AP)
- 1.2 No part one business was tabled for consideration at the end of the meeting.

**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:

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

**Action: Clerk:** check if AR being a treasurer of the Warmingham Wakes committee requires declaration.

### 3. MEMBERSHIP

**3.1 Board of Directors:** The appointment of H Spencer as Estates Director effective 08.02.19 was received.

**3.1 Bunbury Local Advisory Committee:** The resignation of C Briggs Harris received on 12.02.19 was noted

**3.2** Proposal of appointments; Bunbury and St Oswald's schools received no nominations in the recent parent elections. The Board of directors have the power to appoint those persons meeting the criteria under the articles of association number 56 and the following 3.2.1 and 3.2.2 were proposed:

**3.2.1** Bunbury Local Advisory Committee: L Monroe appointed as Parent Governor: **Proposal carried.**

**3.2.2** St Oswald's Local Advisory Committee

A Denton appointed as Parent Governor: **Proposal carried.**

**3.2.3** Warmingham Local Advisory Committee: Warmingham School ran a parent election and Michelle Bromhead was elected as Parent Governor on 7<sup>th</sup> February 2019; Warmingham School have confirmed MB has a valid DBS certificate.

### 4. PART ONE MINUTES AND MATTERS ARISING

**4.1** The part one minutes of the autumn term full governing board meeting on 19.11.18 were agreed as an accurate record.

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

**4.3** Action sheet from 19.11.18:

Item 18: noted that the action for the Safeguarding link governor (SL) was to review the risk assessment process. It was agreed that in future SL should receive the Evolve (Cheshire East's (CE) on-line risk assessment software for residential trips) print out for each residential trip planned. Pastoral Manager, K Charlesworth, has attended training in the use of Evolve.

**Action: FT:** Ensure K Charlesworth is notified to pass on to SL the Evolve print out for each residential trip planned.

Item 4: **Action: Clerk:** Check if all completed the Prevent online training from summer 2018.

**Action: Clerk:** Check if BB completed the on-line GDPR training.

**Action: Clerk:** PB to sign code of conduct on behalf of board.

Item AOB: FT spoke to the SCiES team and action is closed.

**4.4** Rolling action sheet: **Action: Clerk:** create a new rolling actions spreadsheet

### 5. CHAIR'S ACTION

The Chair reported that no decisions had been taken on behalf of the governing board since the last full governing board meeting.

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Chair's update:

5.1 Condition Improvement Fund (CIF) bid at Bunbury noted.

5.2 Faculty/core link governors: It is important for all governors to visit all 3 schools. There are two governors in each link group and as a pair aim to complete 2 visits to each of the 3 schools each year. Subsequent to visits complete a link report using the template format and send to SL.

**Action: SL:** send all governors an example of a completed link report.

It was suggested setting a day for school visits to each school may help balance the staff workload; governors would be able to arrange their own visit if the set dates were inconvenient.

The meeting noted the time demands of governance and the difficulties balancing this with working full time.

(19.16) HS joined the meeting.

(19.17) LM joined the meeting.

The Chair emphasised the importance of the faculty/core link governor teams to try and visit all 3 schools. MB's skill set was discussed and it was decided to appoint MB as a STEM link governor

**Action: Clerk:** Check with SL information sent to MB.

(19.20) AG joined the meeting.

5.3 PB met with C Penn, Director of Education for Chester Diocese, to continue the discussions of working together.

5.4 Governance update number 2; PB would appreciate feedback from governors on if they find this useful and would/not like it to continue.

**Action: Clerk:** Post comment on ghub for governors to feedback on governance updates.

**Action: All governors:** Feedback on governance update on ghub comment thread

**Action: FT:** Ask resources admin to create RCSAT email account for MB.

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

Part 1 Minutes of Committee meetings not previously received with the following matters arising:

### **6.1 Finance Committee 19.11.18**

IR highlighted that AD and JJ have been working on the format of the Monthly Management Accounts (MMA) to make it more useful to finance meetings. The school budgets were received at the meeting.

### **6.2 Pastoral Committee 06.03.19**

AJ updated the meeting that following the committee meeting there was a social meeting at the school for staff and governors. The idea behind this was to increase the visibility of governors and to provide support to the staff. Although on that occasion the staff attending were predominantly from St Oswald's, very positive feedback was received from attendees and so after each Pastoral meeting, which rotate between each school termly, a meeting will be held at the applicable school for any of the RCSAT staff to meet with any of the Directors and governors able to attend.

Pastoral Terms of Reference: AJ has completed the action to review the ToRs but identified some issues with the alignment of polices to each committee. AJ/FT/PB and SL have met and AJ will meet to update the overarching and committees polices matrix with the Resources Officer and then pass on both the matrix and ToRs to the clerk for distribution to committees. **Action: AJ**

**Action: Clerk:** once received distribute updated polices matrix to committees.

**Action: Clerk:** once received updated Pastoral ToRs email to BoD for approval.

The venue of the next Pastoral meeting at Warmingham was queried by SM, the Chair of committee is happy for either the Church or School according to what meets the needs of the school best.

**Action: SM:** Inform AJ and Clerk of venue.

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**6.3 Estates Committee 01.02.19**

The CIF bid is ongoing.

**6.4 Achievement Committee 04.02.19**: no matters arising.

**6.5** There were no further reports not previously received from Committees and no recommendations requiring the approval of the governing board.

**6.5 Reports from Governors with special responsibilities, including any recommendations requiring the approval of the governing board:**

**6.5.1 Safeguarding Link Governor**: SL highlighted the following:

- The Pastoral Manager updates governors termly.
- The Heads of Schools are to notify SL directly and rapidly of any safeguarding incidents and keep informed.
- The friendly Ofsted inspection of St Oswald’s confirmed the “Good” safeguarding.
- The Safeguarding link visit during spring will be to Bunbury and summer Warmingham.
- SL is aware of the safeguarding concern at Warmingham due to a change in a way of working and buildings, CPOMS is updated.

The Warmingham Headteacher updated the meeting of the concerns. (recorded under part 2 minutes)

**6.6 The staffing structure for 2019-20**: These are posted on governor hub for review.

**6.7 Curriculum plans**: Following feedback from Ofsted and the proposed Ofsted framework for September 2019 FT is working on revisions and will consult with the staff.

**6.8 Link Governor Visit Reports**: The following reports are recorded on governor hub with no matters arising:

Record of visit to schools: -

Bunbury 25.01.19 - A Denton

St Oswald’s Worleston 28.02.19 - A Denton

**7. PART ONE EXECUTIVE HEADTEACHER’S REPORT AND MATTERS ARISING**

1. Executive summary
2. Current challenges for the trust
3. Trust-level KPIs
4. School-level internal assessment information
5. Summary of CEO’s activity

**Matters arising from the Executive Headteacher’s report:**

- Some governors informed the meeting of an issue accessing the report on Governor Hub.
  - **Action: FT:** email to clerk for distribution via RCSAT email addresses.
  - **Action: Clerk:** distribute Exec HT report via RCSAT email addresses and look at Ghub issues.

**FT highlighted items on note:**

- FT and NB have been asked to support two schools in CE will bring income in the region of 42k into the budget.
- Governor space online learning: AD/HS and PB have already accessed. There are some remaining credits that governors can access, contact FT if interested.
- Faculties and Core teams: Impact is being seen.

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- Data tracking: A new system is in place.
- Maths core Team: The Maths- No Problem! Scheme is in place.
- IPEELL: Following the introduction of this writing strategy, impact is being seen.
- Friendly Ofsted visit: FT lodged a complaint around the conduct of the investigator.
- Regional Schools Commissioner: PB and FT are awaiting confirmation of a suitable meeting date.
- MAT expansion: FT has visited one school.
- Ofsted: All 3 MAT schools are due an Ofsted inspection.
- St Oswald's: Numbers on roll continue to grow and space is an issue.
- Data: Some elements of the data are a focus. The SLT are working on staff wellbeing.
- Curriculum: With the proposed Ofsted inspection framework, changes in ensuring the intent, design and purpose of the curriculum are clear and evident.
- KPIs are all included in the exec HT report.
- Data: The format may change due to the new data system at all three schools, and for key groups, progress and attainment.
- **Q: *There is something wrong with Warmingham's data, it can't be right that there is a decline in progress and attainment?***
- ***It is still not clear on the story behind the Warmingham data, maybe we can talk with the Headteacher about it further.***
- ***A: S Frost is working out if there is a particular difference. It shouldn't be declining and it is not reflected in where the children are.***
- **Action: SM:** To look at Warmingham's data and report back to the Directors.
- Summary of FT's work as a National Lead is contained within the report.

## 8. FINANCIAL MATTERS

The following were noted;

- The 2017/18 audited financial statements were published on the school website by 31st January 2018.
- The auditor's management letter was been submitted by 31st December 2018.
- The 2017/18 accounts return was submitted by 19th January 2019.

Review of the 2018/19 budgets v actuals: Received and questioned at the Finance and HR meeting prior to the FBD/G and will be available in the minutes.

Monthly Management Accounts (MMA): The chair of governors confirmed that he received these each month from the School Business Manager. Compliance with the Academies Financial Handbook September 2018, 2.3.3; MMAs posted each month on governor hub and are on the agenda for the 3 Finance /HR meeting per year and the 3 full board of directors/governors meeting each year.

## 9. STRATEGIC DEVELOPMENT PLAN (SDP)

Progress against the SDP: FT updated the meeting that one area is not on track. Quite a few areas are embedding and are mostly on track.

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## 10. STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2019-20

**10.1** The meeting discussed the level of support it requires from a governance professional (clerk to governors). The board of directors would like to continue with the same provision from CE next academic year and preferably the same clerk. The Clerk explained that if the same named clerk cannot be maintained then a handover and support would be put in place. The clerking hours purchased will cover 5 meetings per term plus one AGM and one Pay committee per year and all associated organisation and admin. The package doesn't leave any hours to support the policy cycle or other extra tasks and would not cover expansion of the MAT. It is anticipated last year's core clerking package will not be increasing in cost and prices will be confirmed during April. Extra bundles of 10 hours can be purchased should the Trust expand or require extra clerking support.

**10.2** Annual planner: Allocation of work to chairs of committee; working party to complete an annual planner for 2019-20 for agreement at the summer term FBD meeting.

**Action: FT/Clerk:** Organise annual planning meeting for directors and Clerk.

## 11. APPROVE TERM DATES AND HOLIDAYS FOR NEXT ACADEMIC YEAR 2019-20

There were no changes to receive to the published term dates for the school year 2019-20 including the 5 INSET days.

## 12. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER/LEADERSHIP PARTNER VISIT

There had been no visit since the autumn full board meeting.

## 13. DIRECTOR'S REPORT

The spring report and precis were received at the beginning of the spring term and taken to relevant committees.

Item 9: The new Ofsted Inspection Framework: This is under national consultation which ends in June. Following publication of the final framework for September 2019, FT will deliver an update to governors. FT and the Clerk have posted resources for governors on the governor hub noticeboard and they are filed in the Ofsted folder which all should be able to access.

**Action: PB/Clerk:** Summer FBD agenda item Ofsted Inspection Framework update.

**Action: FT:** Deliver an update to governors on the final Ofsted framework for September 2019.

## 14. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT

Training Liaison Governor Report: SL reported the following:

- All governors to continue to add training attended to their individual training folders on governor hub.
- Chester Diocese's training programme has concluded but more courses may be added for summer 2019; SL will update governors if that is the case. **Action: SL.**
- Global training day is being held on 26.3.19 at Knutsford commencing 16.30

**Action: All if attending:** Inform SL if wish to attend.

- The LA is rolling training out for pupil premium governors.

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- The Key for Governors offers free online induction training; MB interested in this.

**Action Clerk:** email MB link for The Key.

Each school’s Pupil Premium Strategy is published on their website. Governors should be aware of their school’s strategy and SL requested that all governors go on to the websites and read.

**Action: All Governors and Directors:** Read Pupil Premium Strategy published school website.

**15. SCHOOL POLICIES**

- No policies were tabled for full governing board approval.
- **As item 6 Action**, the updated policy matrix will be circulated to all committees.
- Estates policy matrix to be reviewed and any polices brought to summer FBD.

**16. PLANNED RESIDENTIAL VISITS**

All forthcoming visit details were received in the minutes for the spring Pastoral committee. Evolve is used to risk assess residential trips.

AJ informed the meeting that the Pastoral committee had discussed reports received from the Trust’s SENCo. The committee had agreed that as these reports are so detailed and exemplary, that it would not be conducive to staff wellbeing to create a further meeting for the SENCo with AJ for the sake of it.

**17. MEETINGS**

Agreed carried forward to the summer meeting: to discuss the amount of joint full board and local advisory governor meetings to hold per academic year.

**Action: PB/Clerk: summer FGB agenda.**

The date and time of the next full governing board meeting was confirmed as 15<sup>th</sup> July 2019, commencing 7.00pm, at the Aqueduct Marina, Church Minshull.

**18. ANY OTHER BUSINESS**

PB asked the meeting to note the below dates:

- a. Directors and SLT Strategy Day 21<sup>st</sup> June 2019
- b. Staff, Governors and their Partners Summer BBQ 21<sup>st</sup> June 2019

The part one meeting closed at 20.39.