



**MEETING OF THE BOARD OF DIRECTORS (BD) AND BOARD OF GOVERNORS (BG) OF THE RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT) HELD ON 19th NOVEMBER 2018 AT THE AQUEDUCT MARINA, CHURCH MINSHULL (Commencing 18.00)**

**Directors in Attendance:**

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

**Local Governing Committee Members in Attendance:**

C Briggs-Harris (CBH)  
B Brockbank (BB)  
I Burnley (IB)  
A Denton (AD)  
P Goggin (PG) (also Member of Trust)  
L Munro (LM)  
A Richardson (AR)  
H Spencer (HS)  
A Tomlinson (AT)  
S Waddington (SW)

**Also in Attendance:**

N Badger (NB) Bunbury Aldersey School Principal  
A Goodwin (AG) St Oswald's Worleston Principal  
Mrs S Mellor (SM) Warmingham School Headteacher  
Mrs L Taylor (Clerk)

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**AGENDA – PART ONE**

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Welcome and Prayer

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

a) To receive and consider apologies:

**Directors:** All in attendance.

**Local Advisory Committee Members:** Apologies were received and accepted from T Hayward (TH), and Z Lloyd (ZL). **Action: CLERK:** Update attendance on Governor Hub

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b) Part One business tabled for consideration at the end of the meeting:

- Faculty Link Governors.( item 9.c)
- Frequency of DBS checks. ( item 20)

## 2. CONFLICT OF INTEREST

- a) To give governors the opportunity to declare any potential pecuniary interest or conflict of interest between an individual and the board of governors as a whole in connection with the business to be discussed during the meeting:
- 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.
  - I Burnley is a Trustee of the Worleston School House Trust.
- b) Completion of annual declarations September 2018 :
- Action: All as applicable:** If annual declaration not completed return electronic copy to clerk by 23.11.19.
- Action: CLERK:** Email declaration of interest form out to all
- Action: PB:** Board meetings papers to be displayed on large screen during meetings where possible

## 3. ELECTION OF CHAIR/VICE CHAIR

- a) Under the Trust's Articles of Association the term of office of the Chair and Vice Chair of the Board of Directors is one school year.
- b) **Election of Chair:** A nomination for P Bostock was received and seconded. No further nominations were received. **PB was elected Chair of the Board of Directors** until the autumn term 2019 Full Board of Directors meeting.

PB in the chair.

## 4. ELECTION OF VICE CHAIR

**Election of Vice Chair:** The meeting discussed the role of vice chair. A nomination for A Platt was received and seconded. No further nominations were received. AP was **elected Vice Chair of the Board of Directors** until the autumn term 2019 FBD meeting.

## 5. MEMBERSHIP

- a) There were no changes to the membership of the Board of Directors/Trustees since the summer term meeting to receive.
- b) Consideration was given to the current Estates Director/Trustee vacancy in accordance with the Articles of Association. Following the resignation of J McMurtrie, PB has been acting as chair of the Estates committee. Expressions of interest in the role are to be forwarded to PB.
- c) To receive any changes to the membership of the Local Governors and Governing Committees:

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- d) **Local Bunbury Governor:** Appointment of S Waddington for a four year term effective 02.10.18. Receipt of DBS certificate confirmed. Receipt of DBS certificate confirmed.
- e) **Local St Oswald's Governor:** Appointment of **Andrew Denton** for a four year term effective 02.10.18. Receipt of DBS certificate confirmed.  
**Action: CLERK:** Check Articles of Association around committee vice chairs
- f) Warmingham Local Governors: No proposals for appointment were received.
- g) **Local Parent Governors:** The meeting discussed compliance with Article of Association number 53. The Board of Governors **agreed** that a parent election should be held in all 3 of the Trust schools,  
**Action: CLERK:** email FT election paper work pro-forma  
**Action: FT:** Oversee organisation of local parent governor election in each of the three Trust schools
- h) JJ ensures governor details are updated on the national database of governors on Get Information about Schools (GIAS).
- i) It was noted that no Director or Local Parent Governor terms of office are due to expire before the spring board meeting

## 6. PART ONE MINUTES AND MATTERS ARISING

- a) The part one minutes of the summer term board of governors meeting held on 17.07.18 were **agreed** as an accurate record and signed by the chair.
- b) Action list and matters arising from the 17.07.18 meeting:

### 6.4.1 SEND

**Q: Is the SEN consultant funding resolved for 18-19?**

**A:** It is not funded for 19-20.

A contribution will be requested from the Warmingham School House Trust. It was noted that the Haberdashers Company contribute 10k to Bunbury School and this could also be used towards the costs of the SEN consultant.

**7. GDPR: Action: BB:** To complete on-line GDPR training.

**11. Governor Training: Action: ALL:** Before end of autumn term to ensure have completed on-line Prevent training and uploaded to own training folder on Governor Hub and email SL to confirm. (as previously requested, governors that have not done so to create own training folder on ghub)

The trust has purchased a governor training package from Chester Diocese this year instead of CE; this in its first year and SL would appreciate any feedback to take back to the diocese. **Action: SL:** Email out to all Chester Diocese training programme.

FT and PB are accessing free training from the DfE via Governor Space and will be able to share resources with the RCSAT governors. PB and FT would appreciate all governors completing the Governor Space self evaluation circulated on 07.11.18.

**14 Uniform:** Uniform supplier: FT and SM informed the meeting of the process taken to appoint the new uniform supplier, Sandbach based company, Badged, have been chosen due to the prompt delivery, price points, local base, free delivery of internet orders to the school, and prompt turnaround of orders and the high level of customer service. Badged have a good reputation in the local community. Current stock will be available at the same price, one item is cheaper and two are more expensive.

**Q: Will it satisfy parental concerns?**

**A:** There are no minimum orders, Badged keep stock and embroider stock in-house. They stock Winterbottom's products which were chosen initially by the parents.

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- c) The minutes of the Board of Directors meetings held on **12.09.18** and **02.10.18**: Agreed to be discussed under part 2 Directors only meeting.

**IMPACT STATEMENT**

How did the discussions/decisions made at the summer term meeting of the Board of Governors help move the school forward:

**Ensure clarity of vision, ethos and strategic direction;**

- Directors meetings have been held with potential partners and sponsorship schools
- No marking- marking has had a big impact on staff wellbeing
- Skyping of staff and faculty meetings is now in place supporting staff wellbeing

**Hold the Principal to account for the educational performance of the school;**

- The Achievement committee hold the Executive Headteacher and Head of Schools to account

**Oversee the financial performance of the school, ensuring value for money;**

- The Finance committee have helped to move the school forward and have done everything possible to secure the financial stability of the school
- The estates committee have managed upgrades to the St Oswald’s buildings efficiently

**Promote the highest possible standards for Safeguarding;**

- The Pastoral committee focus on safeguarding and staff wellbeing and the link governor for safeguarding reports back to the committee
- The implementation of CPOMS has had impact
- A school council has been set up

**7. CHAIR’S POWER TO ACT**

Reports from the Chair on any decisions taken **under the Chair’s Power to Act** on behalf of the board of governors since the last full governing body meeting;

- 7.1** PB verbally reported that the safeguarding investigation had been satisfactorily completed.
- 7.2** PB verbally updated the meeting of issues relating to St Oswald’s CIF funding work.
- 7.3** The meeting discussed the rationale behind the decision to agree to employ E3Cubed for 2019 CIF bidding process **only**. Heads of Schools are to let JJ know of any wish lists for improvement bids. Bunbury’s roof requires repair and it is being looked into. Part 2 matter recorded.

**7.4 The Board of Directors** agreed that the **Chair’s Power to Act** on behalf of the board of governors was delegated to the Chair of Directors for the academic year 2018-19.

**8. FINANCIAL COMPLIANCE**

- The Finance committee, with a quorum of Directors, received the presentation of the accounts and annual report for 2017-18. JJ will ensure that the 2017/18 audited financial statements are published on the Trust’s website by 31<sup>st</sup> January 2019

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- JJ will ensure that Auditor’s management letter is submitted by 31 December 2018
- JJ will ensure that the 2017/18 accounts return is submitted by 19 January 2019
- Monthly Management Accounts (MMA): These were discussed during the summer term meetings and autumn Finance meeting; a mechanism is in place to ensure the Chair of Directors receives the MMA each month and that the Board of Directors will discuss 6 times a year. PB will circulate a Governor Space bitesize Academies Financial Handbook (AFH) to the board.  
**Action: PB:** email AFH Bitesize to all.
- The Education and Skills funding Agency (ESFA) Accounting Officer letter 09/18 was posted on governor hub on 22.10.18 with no matters arising.
- Scheme of Delegation 2018-19 containing the Financial Scheme of Delegation 2018-19: As discussed during the Finance meeting, approved subject to minor amendment by PB.

**9. COMMITTEES & NOMINATED GOVERNORS**

a) The membership of committees for the 2018/2019 academic year were agreed as:

**Pastoral:** I Burnley, P Goggin, T Hayward, A James, S Loughlin, A Tomlinson, S Waddington

**Estates:** P Bostock, C Briggs-Harris, L Monro, I Rutter, H Spencer,

**Finance and HR:** A Platt, A Richardson, I Rutter, Z Lloyd, L Munro

**Pay:** C Briggs-Harris, A Platt, A Richardson, I Rutter, Z Lloyd

**Achievement:** B Brockbank, P Goggin, A James, F Todd, S Waddington

b) The following were appointed chair for each of the committees for 2018/2019 school year.

**Pastoral:** A James

**Estates:** P Bostock in the interim

**Finance and HR:** A Platt

**Pay:** I Rutter

**Achievement:** S Loughlin

c) The list of functions to be delegated to committees and individuals by the governing board **agreed** as:

**Safeguarding Link Governor** – S Loughlin

**Pupil Premium (PP) Link Governor** - P Goggin,

**SEND Link Governor** – A James

**Health and Safety Link Governor** – P Bostock

**Faculty Link Governors:** The Board **agreed** to the appointment of as below:

Arts - SW, Humanities- LM, STEM- LM,

Core: R.E- IB and BB; Maths –AJ; English- BB; Science- PB

AJ highlighted that the Governor Space self evaluation included a section on governor visibility and that in general this could be increased. Faculty committee chairs will inform Faculty Link governors of the dates of meetings.

**Action: Clerk:** email FT contact group to contact Faculty governors

FT suggested that it would be really useful if some governors could drop-in during the SATs tests in the spring.

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**Action: Clerk:** SPRING FGB Agendas; Allocation of governors to drop in and observe SAT tests

- d) The constitution and terms of reference (ToR) for each of the Governing Board standing committees 2018-19 following their review by each committee:  
**Finance and HR committee:** Action for IR/AJ and Clerk to review and update the ToRs then to be circulated to the board for adoption by 10.12.18.  
**Pastoral committee:** ToRs were adopted subject to minor amendment of the by AJ.  
**Achievement committee:** adopted by the Board of Governors  
**Estates committee:** adopted by the Board of Governors
- e) The terms of reference for the following committees were adopted by the Board of Governors;
- **Pupil Discipline Committee**
  - **Staff Disciplinary/Dismissal Committee**
  - **Staff Appeals Committee**
  - **Pay Committee**
- f) The panel of governors appointed to carry out the Executive Headteacher's Performance Review in 2019/2020 was **agreed** as IR and AJ. B Padget was appointed as external adviser to the HTPM panel.

## 10. GOVERNORS' CODE OF PRACTICE/GOVERNORS CHARTER

NGA model code of practice 2018-19 was adopted by the Governing Board and all governors are to sign a copy of the code.

**Action: CLERK:** Re-circulate via email to all.

**Action: ALL:** sign and email back to clerk ASAP

PB noted that the number of returned governor space self evaluation responses from governors was lower than would have been liked. Governors fed back that the form was not very user friendly. PB requested that governors try and complete the self evaluation as it will drive development and give invaluable feedback on the performance of the Chair. FT had completed and submitted the action plan to governor space.

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

### 11.1 The following committee minutes were received with no matters arising:

- Achievement Committee 18.07.18.
- Estates Committee 12.09.18
- Pastoral Committee 07.11.18
- Achievement Committee 16.11.18

11.2 There were no recommendations requiring the approval of the board of governors.

11.3 There were no reports received from governors with special responsibilities, including any recommendations requiring the approval of the board of governors.

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11.4 Confirmation of completion of land and building collection tool (LBCT) by 31 October; no matters arising.

11.5 Plans for applications to Condition Improvement Fund (CIF) 2019-20 December deadline; discussed under item 7.3

## 12. PART ONE EXECUTIVE HEADTEACHER'S REPORT AND MATTERS ARISING

The Executive Headteacher's report was received in advance of the meeting with the following matters of note /arising;

- The Core teams are working exceptionally well and having massive impact.
- There is a new way of reporting PP; FT and SF have attended all LA meetings.
- The Trust is using a coaching method to develop staff and it is working exceptionally well.
- Income is brought into the Trust via FT's work as a National Leader of Education (NLE) and NB's work as a Specialist Leader of Education (SLE). S Frost is being interviewed for Maths SLE.
- Staffing wise it has been a settled year
- Data in small schools can be up and down. The Letters of Support and Intervention (LOSI) from the LA were noted (Achievement minutes). There are cohort specific reasons at Bunbury and St Oswald's and FT and SL are challenging the LOSI with the LA.
- **Governor Comment: It is a one year trend not a three year trend.**
- **In Response:** The LA did not contact the Diocese to check the details. FT has complained to the LA that they have used data from the LA Health and Safety report that is not due till Nov/Dec '18 (the Trust purchase H&S services from the LA). Limited contact with the Safeguarding Children in Education Settings Team ( SCiES) was cited – the Pastoral manager attends meetings with the SCiES team. FT is currently working on behalf of the LA in two schools.
- **Q: The additional targeted maths, is that working?**
- **A: It is part of working with the maths SLE, it needs time to embed.**
- **We have brought in the Maths No Problem scheme to back fill and save Teacher time. The Achievement committee had discussed maths across the Trust in depth. St Oswald's is above national and LA at greater depth.**
- It was noted that the ISDR data is not yet out. (Subsequently, on 27.11.18 ISDR release notified to Achievement Committee)
- The teaching of maths has been a Trust focus since the early summer.
- The schools are maintaining the focus on writing.
- All three schools have had significant pupil mobility and have not been responsible for the whole school journey and the KS1 data which can impact the KS2 data.
- **Q: They were coming in with inflated KS1 data?**
- **A: You can't do anything about that. Our data is robust, moderated and cross moderated.**
- **Q: It causes issues with parents?**
- **A: Yes – discussed.**

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- **Governor Comment: There is still an element in some schools that teachers teach to the test. The Trust keeps the curriculum breadth right through Y6.**

### 13. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER

There was no report from the external adviser to receive.

### 14. ADMISSIONS

No changes to Admissions arrangements are planned for 2020. The Trust consulted for 2019 following conversion to academy status in 2017.

### 15. DIRECTOR'S REPORT

Items contained within the Director's Report were taken to the committee meetings with no further matters arising.

### 16. GOVERNOR MONITORING, TRAINING & DEVELOPMENT

Training discussed under item 6.11.

### 17. SCHOOL POLICIES

**17.1 Pay policy for teachers 2018:** The policy was discussed at both the Pay Committee and Finance and HR meetings prior to the FBD/G. The committees recommended adoption by the Board of Directors **subject to some clarification** with the HR provider.

**Subsequently approved by the Board of Directors** under the part two minutes.

**17.2 Safeguarding 2018:** The Achievement Committee had reviewed and recommended the policy for adoption and this was **agreed** by the Board of Directors.

**17.3 Educational Visits:** Policy update under agenda item 18.

### 18. PLANNED RESIDENTIAL VISITS

**18.1 Proposal:** Minor change to the Educational Visits policy regarding staffing following the Safeguarding review; change to the wording to clarify paid member of staff. Risk assessments will be completed by TA and Teachers. (FT and the Pastoral Manager retain oversight of Educational Visits and the Trust uses online CE system, Evolve, to risk assesses trips).

**Q: This is for all visits?**

**A: Yes.**

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

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**18.2 Educational Visits tabled for the approval of the Board:**

**Warmingham School:** KS1 residential at Burwardsley 12.03.19

**St Oswald's School:** KS2 CMC during March 2019

**Bunbury School:** Y6 residential at Conway 24-26.06.19; Y3 Condoover 09.05.19; Y4 Tattenhall during July 2019

**Q: *The Pastoral Manager has a clear risk assessment system; trips have to be submitted to CE?***

**A:** *Warmingham are now also using Evolve.*

All proposed residential trips **approved by the Board of Directors subject to satisfactory risk assessment.**

**Action: SL:** To review risk assessments for residential trips

**Action: Clerk/AJ:** Standing agenda item Pastoral committee: review of risk assessments for residential trips

**19. MEETINGS**

The Chair asked all present if they were happy with termly joint Director and Local Advisory Committee Governor meetings.

**In Response:** All present agreed to continue with joint termly meetings.

Dates and times of the remaining full board of governors meetings to be held during the academic year 2018-2019:

- March 18<sup>th</sup> 2019 commencing 7 pm, preceded by Finance/HR meeting at 5.30
- July 5<sup>th</sup> 2019 commencing 7pm preceded by Finance/HR meeting at 5.30

**20. ANY OTHER BUSINESS**

**Frequency of DBS checks for staff and governors:**

This is currently done every 3 years and was discussed by the meeting. The cost implications were noted. The SCiES team advice on self –disclosure was discussed; the Trust will discuss further with the SCiES team and will re-institute and adapt to RCSAT and it will be completed as part of appraisal meetings.

The board of Directors **agreed** to continue with 3 yearly DBS checks for staff and governors.

End of part one meeting.

Part two minutes recorded.