



MINUTES OF A MEETING OF THE BOARD OF DIRECTORS (BD) and LOCAL ADVISORY COMMITTEE MEMBERS OF THE RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT) HELD ON 15th JULY 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)
S Loughlin (SL)
A Platt (AP)
I Rutter (IR)
H Spencer (HS)

Local Advisory Committee Members in Attendance:

B Brockbank (BB)
M Bromhead (MB)
I Burnley (IB)
A Denton (AD)
P Goggin (PG) (also Member of Trust)
L Munro (LM)
A Tomlinson (AT)
S Waddington (SW)

PART ONE

Welcome and Prayer

1. APOLOGIES AND AOB ITEMS

Apologies were received and accepted from Directors F Todd (FT) and A James (AJ) and from Local Advisory Committee members: T Hayward (TH) and Z Lloyd (ZL).

The Chair of Directors updated the meeting following recent staffing changes.

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

- Bibles
- LGBT Church of England advice;

The Church of England document, Value in All God's Children, 2019 version was discussed. The RCSAT policy, No Outsiders, is a pastoral scheme of work around relationship education and is resourced with existing quality books and materials. Parental rights around relationship education were discussed. The meeting discussed No Outsiders.

Action: NB: Add Relationships Education lesson plans to Ghub

Action: NB: Add "No Outsiders" to Ghub

2. CONFLICT OF INTEREST

Chair

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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:

- P Bostock is trustee of the Heage Windmill Society
- 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
- I Burnley is a trustee of the Worleston School House Trust
- L Monro is a member of the Bunbury Parochial Church Council
- MB is employed by a company that runs STEM workshops and holiday clubs in schools.

Action: MB: Update declaration of interest form and return to clerk ASAP

3. MEMBERSHIP

- There had been no changes to the membership of the Board of Directors since the spring term meeting.
- Changes to the membership of the Local Advisory Committees and Governing Committees; The resignation of A Richardson dated 23.03.19.
- Consideration to any current vacancies: Warmingham Local Advisory Committee would benefit from an increase in membership. A desirable skill set across the local committees would be legal experience.
Action: ALL: Contact Piers prior to September if wish to change committee membership
- NB confirmed J Jones (JJ) RCSAT Business Manager ensures governor details are updated on the national database of governors on GIAS.

4. PART ONE MINUTES AND MATTERS ARISING

- The part one minutes of the spring term full governing board meeting on 18.03.19 were agreed as an accurate record and signed by the Chair.
- Matters arising from the part one minutes not covered elsewhere in the meeting:
Action Sheet Review;
Action C/fwd.: NB: Organise delivery of an update to governors on the final Ofsted framework for September 2019
6.5.1 Safeguarding Link Governor: Part 2 item recorded

5. CHAIR'S ACTION

Chair's report on any decisions taken on behalf of the governing board since the last full governing board meeting: PB reminded the meeting of the confidential nature of the information to be shared prior to presenting a verbal status update. There have been a number of email communications between the directors to make decisions on some ongoing processes. A letter to parents would be going out on 23.07.19.

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

- Part One minutes of Committee meetings not previously received;

Finance 18.03.19: No matters arising

Finance 15.07.19: AP highlighted the following:

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- J Jones and AD have worked on the format of the Monthly Management Accounts (MMA) to increase ease of use. JJ and AD recently met and AD went through the MMA. The MMA are posted on governor hub each month and available to all directors
- The budgets were reviewed and recommended for adoption by the Board of Directors
- The budget is secure until 2021
- The staffing structure for 19-20 is unchanged but there have been changes to personnel

Estates 30.04.19: PB had chaired this meeting and presented a verbal overview:

- Bunbury School: The condition improvement funding bid for Bunbury roof was unsuccessful. The FGB meeting discussed bid writing. The roof has been repaired in the interim and the school continues to explore options to fund a new roof. The outdoor classroom project with total funding secured by NB from MBNA Bank commences 22.07.19.
- St Oswald's School: The windows, doors, septic tank and boiler have been completed; there were some snagging issues. Remaining funds are being spent on re-organisation of the Y3/4 toilets and a designated nursery toilet; work will be undertaken during the summer break. Fencing 1.8 high has been put up between the school and the adjacent school house.
- Warmingham School: The rear grounds and side areas have now been fenced. Next steps are to look at the other 2 sides of fencing and raise the height keeping within the character of the school.

Pastoral 11.06.19: In the absence of the chair of committee, SL presented items of note:

- The policy review cycle and matrix had been discussed
- The Statutory Inspection of Anglican and Methodist Schools (SIAMS): The new inspection framework had been one focus of the meeting. SL has added a collective worship link report template to governor hub for governors to use to write visits reports. The Headteacher of Kingsley School, R Jones, visited Bunbury on 11.07.19 and talked to staff about the new framework; NB will be meeting with R Jones again over the summer and R Jones has offered further support to the Trust. S Noakes (SN) (Chester Diocese) visited Bunbury and met with NB and AJ. SN advised that as an academy would be looking to see the policies, mission and values coming through in the SIAMS and in each school's distinctiveness. A new training booklet is anticipated from the diocese and there will be governor training in February 2020. The 3 school leads are booked on Understanding Christianity training.
- **Action: SL** Circulate Diocesan training programme to ALL.

Any other reports from Committees;

Pay Committee: I.R verbally reported that a staff appeal had been concluded.

Any recommendations requiring the approval of the governing board;

Business Manager proposal to log and track staff leave and parental financial assistance requests which can then be submitted to the FGB meetings for audit purposes; **Adopted** by the Board of Directors.

Any reports from Governors with special responsibilities, including any recommendations requiring the approval of the governing board:

A report from the LINK governor for SEND: AJ was absent from the meeting. The SENCo termly report is going to the Achievement committee meeting to be held on 17.07.19

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A report from the Nominated Governor for child protection/safeguarding: SL presented items of note:

- The Acting Executive HT can access CE online risk assessment system - Evolve for Warmingham
- SL receives safeguarding notifications from the School Principal's and the Schools' Business Manager, the system is working
- SL receives updates of new material

7. **FINANCE**

Monthly Management Accounts: Matters arising from the reports posted on Governor Hub:

- The MMA are posted on governor hub each month; the format has been reviewed and is now easier to understand. JJ emails AD the MMA each month
- AD verbally reported from a recent meeting with J Jones where significant variances were looked at
- All 3 schools 3 year budget forecasts set a positive balance
- The finance committee have looked at the financial implications of the HT structure during illness absences
- The finance committee are looking into ideas for grants and sponsorship ideas to explore

Board of Director Approvals:

- **Approval of Budget Plan 2019-20:** Approved
- **The staffing structure for 2019-20:** Approved; the staffing structure is unchanged but there have been personal changes. Bunbury has no major staffing changes this year.

8. **PART ONE EXECUTIVE HEADTEACHER'S REPORT AND MATTERS ARISING**

Headteacher's report includes the SDP, SEF, pupil attendance and PP grant. Acting Executive Headteacher, N Badger, presented the report received in advance of the meeting with the following matters arising:

- **Data Collection:** This used to be six times per year but in line with the expectations of the new Ofsted framework will now be 3 and these have been moved back ½ a term for staff. The SLT meet and triangulate the data.
- **Q: Staff data meetings 3 times a year, how is the SLT monitoring that?**
- **A: We are still working in the same way with a weekly update. Time will be spent on the analysis.**
- This year the Trust is in a position to consolidate the new initiatives introduced and embed IPEELL, Maths No Problem, and the connected curriculum and ensure it is all working well.
- AG will lead Science
- GC will lead Maths
- NB will lead English and R.E - with an R.E deputy
- The data system School Pupil Tracker Online (SPTO) is closing down and the schools have transferred to the new system – Educator
- The INSET day will be around working as a MAT team and that consistent approach

SDP and SEF:

- The School Improvement Partner (SIP) spent 2 days with NB to develop a skeleton SEF for each of the schools and now personalisation is required around grading and characteristics.
- By September the SLT will develop the SDP for each school. Priority 1 will be the Creative Curriculum, the other 2 priorities based on each school's individual needs.

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- Finance: A current challenge has been finance, exacerbated by SLT absences.
- SLT: The temporary recruitment of GC has really helped with the SLT workload. SL, AJ and PB aim to attend the SLT meetings to ensure wellbeing is at the heart of it.
- AG noted that the space at St Oswald's will be being surveyed as there is need for another classroom
- Challenges have included the discontinuation of SPTO and the staffing changes
- KPIs: The Achievement committee will be interrogating the data 17/7. The headline data was noted by the meeting. Bunbury and St Oswald schools opted to do the times tables pilot and the results were noted

St Oswald's:

The Early Years percentage achieving Good Level of Development (GLD) was commended.

Q: Results are commensurate with what you predicted?

A: We do want to be in-line with national expectations but we need to consider cohort mobility; we are generally pleased.

Q: Greater depth – how many children?

A: 11 children. The narrative around the data was discussed.

Warmingham:

Q: The focus?

In Response: Data headlines were noted. Bunbury and St Oswald's were externally moderated. Warmingham had no KS1 greater depth.

The combined scores were noted (national 65%): Bunbury 65%; St Oswald's 64%; Warmingham 42%.

Teaching and Learning direction: Accuracy of teacher judgements; training has been put in place and with the new system Educator.

Q: The second SDP priority was the Childs ability to self monitor – are we giving it in future less priority?

A: Metacognition will be an extra layer on the top – this is a specific approach, the children do self-monitor.

Metacognition was discussed and it was noted that F Todd, prior to her absence, was going to lead on it.

9. HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW

- External requirements to support the Executive Headteacher's PMR process: The acting Executive Headteacher has had their performance review with the SIP.
- Appointment of an advisor agreed to be discussed under part two (under part two B Padgett appointed for 2019-20).

10. DIRECTOR'S REPORT

Matters arising from the summer term Director of Children's Services report:

The Pastoral committee discussed;

1.1: Updates to the DfE's Governance Handbook: noted the new emphasis on parental engagement.

1.4: Relationships and Health Education: new requirements from 2020 (primary). The final guidance will be published and it is anticipated these will be statutory from September 2020.

The Achievement committee 17/7 will be looking at;

1.2: New Ofsted inspection framework: As noted at the FGB it is a training priority for governors.

1.4: Relationship and Health Education

3: School's performance data for 17/18

11. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

Chair



Date 11.11.2019

- a) **Ofsted Inspection Framework update:** Discussed under item 4
- b) **SIAMS Inspection Framework update:** Discussed under item 6a Pastoral committee minutes with the following further item of note: It is good SIAMS practice for governors to complete visit reports from observing worship. It is important to note the voice of the child.
- c) Reports from governors who have undertaken monitoring visits to school:
R.E: all three schools have been visited by the R.E link governors (TH and IB) with reports to be received at the autumn committees.
Safeguarding: The summer term rotation for the Safeguarding link walk was Warmingham.
- d) **Training Link Governor:** The protocol for governor visits to school was discussed; governors are to contact the Head of School in advance to arrange visits. Subsequent to the visit governors are to complete the pro forma and upload to governor hub. Training Governor – SL keeps a record of visits and reports. Visibility of governors; staff had feedback that they don't know who all governors are. Communication across the Trust was discussed; not all governors receive all 3 schools' newsletters and would like to.
Action: NB: Request that school staff facilitate this for ALL governors.
 The meeting discussed governor hub and school email addresses. The Clerk highlighted the importance of compliance with the General Data Protection Regulation (GDPR).
Action: NB/ JJ: Request school I.T check for likelihood of any technical issues with RCSAT email addresses
Action: ALL: Proactively follow up with the Trust via School Business Manager, Jo Jones, and take ownership of personal compliance with General Data Protection Regulation and the journey to resolve any issues with email addresses.
 Planning training and development needs; governors to liaise with SL to plan training. New governor training was discussed. All governors are to complete the Safeguarding and Prevent on line sent out by the Trust each year; new governors are to complete these following taking up appointment. The CE programme may be used for specific need i.e. new governor induction.
Action: SL: Board Skills Audit to be completed during the autumn term
Action: SL: Email MB link for on- line Safeguarding and prevent training
Action: MB: Complete on-line learning Safeguarding and Prevent training prior to September and email certificates etc. to Clerk.
Action: CLERK: Send SL CE training programme when issued
Action: SL: Plan new governor training for MB
Action: CLERK/NB: Liaise over dates on annual planner
- e) Review governing board performance and procedures:
Action: CLERK: Check if Ghub still has board health check option
- f) To agree arrangements for preparing an annual planner for governance key tasks for 2019-20: The Clerk is meeting with some of the directors to review the policy review schedule and go through the exemplar annual planner circulated to the board.

12. SCHOOL POLICIES

- a) Update on the Policy Review Matrix: SL and AJ have been looking at the termly cycle of policy review for the achievement and pastoral committee and looking at the statutory policies. A meeting is set with the clerk 26.7.19 to align to agendas etc.
- b) Board of Directors to allocate actions for approval of RCSAT Admissions policy: The dates will be added to the annual planner.
Action: AJ/SL: Matrix to be confirmed with clerk by early September
Action: CLERK: Matrix to be on ghub and with committees by mid September
Action: NB: Policy cycle for 19-20 to be confirmed with AJ/SL/PB early in September
- c) To review/approve the following policies: C/fwd. to autumn :Charging policy 2019-20

13. PLANNED RESIDENTIAL VISITS

No forthcoming visits were tabled for approval.

14. CONFIRM TERM DATES FOR 2019-2020

The only change to the previously published dates is the changed spring bank holiday due to V.E day celebrations and parents have been notified.

Q: The term dates across the trust are the same?

A: Give or take a few INSET dates which had already been set locally. The 3 schools are in different local clusters with some local variance.

15. NOMINATIONS FOR CHAIR

Under the Trust's Articles of Association (number 82) the term of office of the Chair and Vice Chair of the Board of Directors is one school year.

A nomination was received for P Bostock. Nominations may also be taken at the next meeting.

16. NOMINATIONS FOR VICE CHAIR

No nominations were received. Nominations may also be taken at the next meeting.

17. MEETINGS

- a) Discussion of the amount of joint full board and local advisory governor meetings to hold per academic year. All present confirmed that they wished to continue with the current format. During the part 2 meeting the Board of Directors discussed governance and decided to hold a termly Director only meeting followed a week later by a joint Board of Director and local advisory governor meeting. This information was communicated to all via governor hub on 16.7.19.
- b) To confirm the dates and times of the three full board of governors meetings to be held during the academic year 2019-20:
- **Estates:** 24th September 09.30, Bunbury School
 - **Achievement:** 15th November 09.30, Bunbury School
 - **Pastoral tbc:** awaiting availability of invited guests
 - **Finance & HR:** Monday 11 November 2019 18.00 followed by;
 - **Directors only:** Monday 11 November 2019
 - **ALL local governors and Directors:** Monday 18 November 2019 1800- 2030 hrs
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- Monday 09 March 2020 Finance & HR, followed by Directors 1800 - 2030 hrs
 - Monday 16 March 2020 Full Governors meeting 1800- 2030 hrs
 - Monday 06 July 2020 Finance & HR, followed by Directors 1800 - 2030 hrs
 - Monday 13 July 2020 Full Governors meeting 1800- 2030 hrs

18. ANY OTHER BUSINESS

To consider items accepted for discussion under item 1.b:

Chair



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Warmingham School bibles: The meeting discussed the arrangements this year. Practice at Bunbury was noted; new reception intake receives a teddy bear and a letter from an Y5 buddy/mentor welcoming them to the school family. This extends from the child being the centre of the school and extending the hand of friendship as part of Christian values. The meeting noted this is an operational matter for the schools. The £20 cost of bibles is borne by the Church House Trust. The meeting discussed the child centred aspect, parental feedback and supporting the leadership of the schools. Moving forward the church will continue to organise the gift of bibles and Warmingham School will extend the hand of friendship and welcome children with a Teddy Bear and letter or other arrangements operationally determined by the SLT.

End of part one minutes.

Chair



Date 11.11.2019