



MINUTES OF A MEETING OF THE BOARD OF DIRECTORS (BD) and BOARD OF GOVERNORS OF THE RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT) HELD ON 18th NOVEMBER 2019 at The AQUEDUCT MARINA, CHURCH MINSHULL (Commenced 18.00)

Directors in Attendance:

- P Bostock (PB) Chair of Board of Directors
- A James (AJ)
- S Loughlin (SL)
- I Rutter (IR)
- H Spencer (HS)

Local Advisory Committee Members in Attendance:

- B Brockbank (BB)
- M Bromhead (MB) (From 18.11)
- I Burnley (IB) (From 18.44)
- A Denton (AD)
- P Goggin (PG)
- L Munro (LM)
- A Tomlinson (AT)
- S Waddington (SW)

Also in Attendance:

- N Badger (NB) Bunbury Aldersey School Principal, Acting Executive Headteacher
- A Goodwin (AG) St Oswald's Worleston School Principal
- G Coyne (GC) Interim Warmingham School Principal
- L Taylor (Clerk)

PART ONE

Welcome and Prayer

1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS

- a) Apologies were received and accepted from Directors F Todd (FT) and A Platt (AP)
Local Advisory Committee members: Absent T Hayward (TH)
- b) No items of additional Part One business were tabled for consideration at the end of the meeting.

2. CONFLICT OF INTEREST

- a) Governors were given 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. The following were declared:

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- P Bostock is Trustee of the Heage Windmill Society
- P Goggin is a Governor of Mablins Lane Primary School and Trustee of the Warmingham School House Trust
- S Loughlin is a Governor of 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.

b) Completion of annual declarations:

Action: MB, AD, TH, AT: Complete 2019-20 annual declaration of interest on ghub, under own profile and tick complete even if no conflicts of interest.

3. MEMBERSHIP

There had been no changes to the membership of the local advisory committees for the academic year 2019-20. IR is following up some initial interest from Warmingham School's community.

4. PART ONE MINUTES AND MATTERS ARISING

a) The part one minutes of the summer term Board of Directors and Local Governors meeting held on 15.07.19 were **agreed** as an accurate record with no matters arising.

5. COMMITTEES & NOMINATED GOVERNORS

a) The membership and terms of reference (TORs) of the Local Advisory Committees, reviewed by each committee and adopted by the Board of Directors for the 2019/2020 academic year were received. The Estates ToRs require a final edit. **Action: Clerk:**

b) At the 11.11.19 Finance and HR meeting AP raised the idea of a separate audit committee and is looking into the terms of reference and constitution.

6. GOVERNORS' CODE OF PRACTICE/GOVERNORS CHARTER

(18.11) MB joined the meeting

SL took the meeting through the 2019-20 Code of Practice for the Governing Board; this had been adapted from the National Governors Association (NGA) academy model code to the Trust's context and changes were highlighted in blue text. Matters of note:

- The main body of work is done by the committees. Meeting papers are supplied well in advance of meetings for governors to pre-read and prepare to come to meetings equipped to provide meaningful challenge and support.
- Social Media: Governors to be mindful as individuals and also as representatives of the Trust.
- Get to know all the Trust's schools; visit all schools and pre-arrange this with the Principals.
- Yearly September completion of skills audit and Prevent on-line training.
- Safeguarding on-line training every year and Level 1 face to face training three yearly.
- Newly appointed governors are to complete induction training within 6 months of appointment.
- All governors to keep their training record on governor hub up to date; the training liaison link governor can run reports directly from this.
- Use governorhub for governor communication.

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- All governing board matters to be assumed confidential unless informed otherwise.

The Board Directors and Local Advisory Committee members **agreed** to adopt the RCSAT Code of Conduct for 2019-20.

The meeting discussed link governor visits to schools. Ideally this would be each school twice a year, but bearing in mind governors work commitments at least once a year to all and more to your most local school. Attending worship and visits to school fall under as a governor visit and a brief visit report to be written up and shared with governors. The aim of the Trust is for all governors to gain understanding of the working of the Trust with the SLT to develop the schools to the best of their ability.

Clarification was sought around safeguarding training. SL confirmed that on –line training can carry forward until the next face to face course becomes available.

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

a) Part one minutes of Committee meetings not previously received;

Summer term Achievement Committee 17.07.19: SL highlighted some of the key points:

Bunbury's writing progress data was well below national expectation and that cohort's characteristics were noted. The cohort had high mobility. The school has the case studies behind the data.

Warmingham's attainment and progress was low. The combined at age related expectation was 42% and well below national. A cohort characteristic was noted, the school has the case studies behind the data.

Estates Committee 24.09.19: HS summarised the main points and progress of some action points from the meeting:

- **St Oswald's:** A letter was sent to local councillor, S Pochin, who subsequently visited the school with a member of the Parish Council. S Pochin has written to the Local Authority (LA) Highways department. The school still won't be considered for the gritting route this winter. The meeting discussed the growth in pupil numbers, poor condition of the road, volume of traffic and the route being used by tractors. S Pochin has invited the LA planning department to visit the site to review parking. Those present agreed that the school must keep up pressure to be added to the gritting route and for development of parking. **Action: HS/AG:** Follow up letter.
- Bunbury: The outdoor area funded by a donation from MBNA bank has been completed.
- St Oswald's Condition Improvement Fund (CIF) works are all completed.
- Warmingham CCTV has been resolved.
- Warmingham Play Area: GC updated the meeting that the Sportscape survey was completed and some items taken out of use. Quotes for a Trim Trail have been received and are in the region of £5,100; a soft landing surface would be an additional £2k. The PTA is supportive and will make a donation.
- The meeting discussed promoting match funding to parents and the local community.

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Action: AD: update template match funding letter and send to School Principals for circulation to parents.

(18.44) IB joined the meeting.

Bunbury School's Roof: Last year's CIF bid was unsuccessful; remedial repairs to the leaks are being done on a continual ongoing basis. Quotes to replace have been in the region of £250k to £300k. CIF funding is currently the only potential source to fund replacement of the 3 flat roofs. A CIF bid will be submitted this year. The roofs could be done in phases potentially.

Warmingham Gates. A governor queried if any progress had been made on sourcing quotes for the replacement of the padlocked gates with magnetic gates. Quote sourcing is currently underway. **Action: Clerk/HS:** Estates spring agenda item - Warmingham magnetic gates.

Pastoral Committee 23.10.19: AJ feedback to the Board meeting St Oswald's Statutory Inspection of Anglican and Methodist Schools (SIAMS) visit on 11.11.19. The formal outcome letter is awaited. A good number of governor's were able to attend the inspection. The R.E lead's depth of knowledge was recognised by the Inspector. Feedback from the inspection included that governance and the ethos were strong. The Pastoral committee are looking forward to the spring meeting at St Oswald's school which the School Council will attend and the summer term meeting at Warmingham.

Finance Committee 11.11.19: The minutes were not yet available on the date of the governor meeting. IR verbally reported that the Annual Accounts had been received by the committee and Board of Directors.

b) Any other reports from committees;

Pay Committee 18.10.19: IR verbally reported that the Pay Committee review of the pay and appraisal process was rigorous.

c) There were no recommendations requiring the approval of the board of governors.

d) Reports from governors with special responsibilities;

Safeguarding: SL verbally reported to the meeting:

The CCTV at Warmingham is resolved. SL had requested that a protocol for staff be drawn up and mentioned on a weekly basis at staff meetings. GC informed the meeting that the protocol was shared at the 11.11.19 staff meeting.

Action: NB/GC: Share CCTV protocol for staff with the Warmingham TAs.

e) The School business Manager submitted the land and building collection tool (LBCT) by the 31 October deadline.

f) Plans for applications to Condition Improvement Fund (CIF) December deadline discussed under item 7a.

8. PART ONE EXECUTIVE HEADTEACHER'S (EHT) REPORT AND MATTERS ARISING

Matters arising from the EHT's report which included review of the School Development Plans (SDPs) for each school, and School Performance:

- Each of the Trust's school has an individual SDP this year.

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- Priority one for both Bunbury and St Oswald's schools is I.T.

Bunbury:

- Bunbury SDP priority 1 is around I.T resources.
- IPEELL writing resource was brought in from January 2019, is very effective and is having impact.
- Maths No Problem and the science resource are being embedded.
- Bunbury need to look at the new SIAMS inspection framework – inspection is anticipated at Bunbury November 2021

St Oswald's:

- I.T SDP priority is around staff training.
- SDP priority 2 is writing and science.
- Spelling punctuation and grammar (SPAG) is an area of focus.
- Science – around raising standards.
- Maths No Problem is being embedded.

Warmingham:

- Priority 1 is developing the connected curriculum for all subjects
 - Priority 2 is raising attainment and progress
 - Priority 3 is improving Leadership and Management
 - Priority 4 is improving provision for key groups of learners.
- The rag-rated SDP's were received at the Achievement committee meeting 15.11.19 and progress against targets discussed by the committee.
 - **Governor Comment: The quality of reports received at the Achievement Committee is excellent.**
 - The Board meeting noted that attending the Achievement meeting in a visiting capacity is encouraged and would extend governor knowledge of the schools.
 - **Q: (to Achievement Chair) you are happy that the SDPs are on target?**
 - **A: The Achievement committee was happy with the progress milestones.**
 - Educator: NB informed the meeting of some software glitches and issues which have impacted Bunbury School particularly. The Data Manger is working hard to alleviate these issues.
 - The targets for Y6 are contained within the EHT report.
 - Targets for the current Y5 pupils are being worked on and data validated.
 - **Q: The issues with Educator - we know it can't happen again?**
 - **A: Yes.**
 - **Data backups are done?**
 - **A: Yes.**
 - Y6 targets were noted. Pupil progress meetings identify Y3 and Y4 children that can be grown to greater depth.
 - **Q: Setting the targets - the timeframe?**
 - **A: Probable next week.**
 - **Governor Comment: (PG) I reported to the Achievement meeting that I had looked to see if the spring term predictions had been fulfilled and it was heartening to see largely they were.**
 - **Action: NB: Warmingham data accidentally cut off report will be circulated to ALL.**

Inspection Data Summary Report (IDSR):

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- The IDSR matches the school SDPs which is reassuring.
- The meeting discussed greater depth.

St Oswald's:

- AG highlighted that the IDSR was in line with predictions other than reading greater depth; 1 child didn't get ARE due to the exam on the day. It is a small cohort and one child is 9%. Case studies are in place.
- Maths -achieved the 100 mark but would like to achieve higher marks.
- Attendance: All included in the EHT report. St Oswald's has one child with a long term significant medical issue. AG updated the meeting of the school's actions to support the child and outside agency involvement.

9. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER

The SIP, B Padgett, reviewed the Trust websites at the end of the summer term with a resultant action plan. NB updated the meeting that Bunbury and St Oswald's School's website action plans are 100% complete and Warmingham's is well underway. The SLT ensured all the curriculum web-pages are up to date. There is a unified approach across the 3 schools. The link to the RCSAT policies is now more user friendly.

Q: Parental agreement for photos?

A: Each school has a list.

Q: You have to inspect every photograph?

A: You refer to the list. Parents receive a GDPR opt-out form.

10. DIRECTOR'S REPORT

The Director of Children's Services autumn term report and precis had been circulated earlier in the term and taken to the committees with the following further matters arising:

Item 8: The DfE's draft guidance for Relationships Education, Relationships and Sex Education (RSE) and Health Education; the Trust's policy will be reviewed in the spring and a draft prepared for BoD approval prior to going out for the DfE statutory consultation and final ratification at the summer FGB meeting. It is a statutory requirement for the policy to be in place for September 2020.

Action: NB: Draft Relationships Education, Relationships and Sex Education (RSE) and Health Education policy to be circulated to the BoD and Local Governors prior to the spring term BoD meeting.

Action: Clerk: Spring Agenda item Achievement and BoD.

Action: Clerk: Summer Agenda item BoD ratification of Relationships Education, Relationships and Sex Education (RSE) and Health Education policy.

Item 5: Sutton Trust report: The meeting discussed recruiting and attracting staff. Staff wellbeing is a high priority for the Trust. AT verbally reported from the most recent Staff Council meeting that the staff seemed quite happy and that they are listened to. The Pastoral Director raised the matter of the SENCo's study time for a Masters level qualification currently being studied for. The SENCo is non-teaching and the Trust receives lots of excellent feedback of the quality of the SENCo's work from outside agencies, parents, SIAMS Inspectors etc. The Pastoral committee recommended that the Trust consider allocating the SENCo paid study time to complete the final module of the qualification. The committee also recommended that the Trust consider dedicated admin

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support to be allocated for SEN paperwork as it would provide better value for money and would reduce the SENCo's workload.

Action: NB: Ask the SBM to do some costings and bring proposal to Finance and HR committee.

The meeting noted that Warmingham School's transfer over to using School Spider for parents to book their own parent evening appointments had reduced staff workload. Parents have feedback really positively about the new method of booking.

11. GOVERNOR MONITORING, TRAINING & DEVELOPMENT

a) Decision on NGA training and NGA learning on-line training package. The meeting discussed the package on offer including on-line training for the governors and agreed it was suitable, the costs will be clarified with the SBM.

b) Report from the Training Liaison Governor:

- SL highlighted that as noted in the Code of Conduct there are a number of autumn updates governors have to complete; there has been a good uptake by governors.

Action: LM: To complete on-line Prevent

- **Action: ALL:** Ensure read part one of September 2019 Keeping Children Safe in Education (KCSiE) and tick update on own profiles on governor hub.

- Governors are to keep their training logs up to date on governor hub as SL can download a complete training report from the system **Action: ALL**

- Valuing all Gods Children: The Clerk had posted on ghub and asked for confirmation that governors had read the document; **Action: Clerk:** copy to MB.

- A number of the governors have booked onto the Diocesan SIAMS training February 2020. There is a HT and chairs breakfast meeting on 24.04.20.

- Admissions training. The Clerk highlighted that it is a requirement that one member of an independent admissions appeal panel must be trained in accordance with the admissions code. NB will attend Diocesan admission training

- **Action: SW:** Aim to attend Diocesan Admission training 03.07.20.

c) SL confirmed that the autumn 2019 governor skills audit had been completed and that there is good coverage of skills appropriately placed on the Committees.

d) To receive any governor monitoring visit reports;

Early Years: EJ and SL had done EYs visits with a focus on balance of provision across the Trust.

The meeting noted that all visits to school and worship are to have a concise report written up and shared with the governors via ghub.

12. SCHOOL POLICIES

The following 3 policies were **approved by the Board of Directors.**

1. Pay policy for teachers
2. Health and Safety Policy
3. Critical Incidents Procedure

Child Protection Policy to be approved via Ghub. **Action: Clerk.**

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Subsequent to the meeting the following 3 policies were taken as approved on 02.12.2019:
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| <ol style="list-style-type: none"> 1. Induction of NQTs 2. Special Educational Needs and Disabilities 3. Child Protection and Safeguarding Policy and Procedure |
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13. PLANNED RESIDENTIAL VISITS

Bunbury: 22 June – 24 June 2020 Y5 and Y3 Shrewsbury; 24 June -26 June 2020 Y6 Conway; 3-5 July 2020 Y6 Tattenhall.

Warmingham: 1-3 April KS2.

The meeting discussed the prohibitive travel costs for the KS2 visit. Alternatives to reduce costs are being considered including using St Oswald's as the drop off.

All risk assessments will be completed on CE's online portal – Evolve. The Safeguarding link governor, SL, receives all risk assessments.

14. MEETINGS

The next Full Board of Directors and Local Governor meetings were confirmed as:

Monday 16 March 2020, 1800-2030, Aqueduct Marina Church Minshull

Monday 13 July 2020, 1800-2030 Aqueduct Marina Church Minshull

15. ANY OTHER BUSINESS

Governors had found the new meeting format of separate Board of Directors meeting and Local Governor and Director meeting successful.

St Oswald's PTA request for a Director to present school finances to a PTA meeting; The Chair of Directors would be happy to do so.

There were no part two items for discussion.

The meeting closed at 20.02.

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