**The Partnership of Springfield School and The Meadows School**

**Minutes of the Meeting of the Local Academy Board held in the School**

**on Thursday 13th June 2019 at 5.30 p.m.**

**Present:** Mr M Sproat (MS) (Chair), Mr C Best (CB) (Executive Headteacher), Mr C Pearce, Mr J Harvey (JH), Mr D Hilyer (DH), Mrs J Jenkins (JJ), Miss M Rothwell (MR), Mr D Davies (DD) and Mrs A Whitfield (AW)

**In attendance:** Mrs E Ford (Clerk to the Governors)

Mrs D Finney (DF) (Head of School, Springfield) (Associate Governor)

Mrs J Wright (JW) (Head of School, The Meadows) (Associate Governor),

**1 Apologies**

**Resolved –**

* That apologies for absence be received and accepted from Mr S Wright and Mrs S Green.

**2 Governing Board Matters**

**a)** **Membership**

The Chair reported that there is no set number of Governors required for the board and that any new members recruited will have a background in education.

5.35pm Mr Pearce arrived.

**b)** **Confidentiality**

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

**c)** **Register of Business Interests**

Governors were reminded of the requirement to update the register of business interests on an annual basis and are aware that this must be kept in school and should be included on the school / Trust website.

**Resolved -**

* That the register of business interests was up to date.

**d)** **Declaration of Interest Business and Pecuniary**

No declarations of interest were made by Governors in respect of any items appearing on the agenda.

**e) Code of Conduct**

Governors were advised that they should have a Code of Conduct in place that all serving Governors agree to and understand and that arrangements are in place to ensure that all new Governors are made aware of the code when joining the Governing Board.

**Resolved -**

* That all Governors agree to follow the Code of Conduct.
* That the Executive Headteacher ascertain if Mr Pearce has signed the Code of Conduct.

**3 Minutes of the Previous Meeting**

**Resolved –**

* That the Minutes of the Local Academy Board meeting held on Thursday 7th March 2019 be approved.
* That the Minutes Agenda and all reports and other papers considered at the meeting be made available for inspection.

**4 Matters Arising from the Previous Meeting**

All Action Points except for the following had been completed:

Action Point 4 – Mr Pearce to contact Louise Smith to arrange Governor Induction Training

Action Point 5 – Executive Headteacher to establish if the School Fund is reported to the directors of the LAB by the Autumn term LAB meeting.

Action Point 6 – Governors now log in to the school website to view documents.

**Resolved -**

* That Mr Pearce contacts Louise Smith to arrange Governor Induction Training
* That the Executive Headteacher establishes if the School Fund is reported to the directors of the LAB by the Autumn term LAB meeting.

**5** **Review of Committee Structure / Scheme of Delegation**

**Resolved –**

* That no changes to the Committee Structure were required

1. **Nominated Governors**

**Resolved -**

* That all Governors remain in their nominated Governor roles.

**6 Reports**

**a)** **Chair's and Vice-Chair's actions**

The Chair had given permission for computers that were no longer used be destroyed and for white boards that were no longer used be given to Leek High School.

**b)** **Committees**

**Effectiveness of Leadership & Management Committee**

The minutes of the meeting which took place on 20th May 2019 at The Meadows were attached to the Executive Headteacher’s Report and had been circulated in advance of the meeting. The minutes would be discussed under item 7.

**Quality of Teaching, Learning and Assessment/Outcomes for Children and Learners Committee**

The minutes of the meeting which took place on 23rd May 2019 were attached to the Executive Headteacher’s Report and had been circulated in advance of the meeting. The minutes would be discussed under item 7.

**Well Being Committee**

The minutes of the meeting which took place on 15th May 2019 were attached to the Executive Headteacher’s Report and had been circulated in advance of the meeting. The minutes would be discussed under item 7.

**c) Nominated/Link Governors**

**Resolved -**

* There were no Nominated/Link Governors reports.

**7 Executive Headteacher's Report**

The Executive Headteacher’s report had been circulated with the agenda papers and

covered:

School Characteristics

Executive Summary

MAT Update

There were discussions about

School Characteristics.

The school data has been broken down into year groups as is required by the Manor Trust.

Executive Summary

The impact of the flood at The Meadows was discussed. The Executive Headteacher informed Governors that the school may only recover one third of the cost of the flood from its insurers. This was because some of the £80,000 cost had involved moving items that should not have been in that place.

**Q Who is liable for the costs, The Meadows or Leek High School?**

**A** It is unknown.

The schools’ accounts will be discussed with the Effectiveness of Leadership & Management Committee minutes. However, it was noted that the end of year deficit The Meadows has is because monies for premises and maintenance were not included in the 2018-19 budget, and neither was the teachers’ pay uplift. Although some money for this was received from the Government it only covered 40% of the total. There is some concern as the school does not want a year on year deficit, but as stated there are reasons for last year’s deficit.

It was also noted that there are plans in place to spend the reserves the schools have. In addition to the expenditure stated in the Executive Headteacher’s report, The Meadows have purchased new interactive whiteboards. **Governors commented that the impact of this purchase, and the new IT equipment, is being seen in the classroom.** The improvements to the entrance at Springfield will ensure it is safer. **Governors noted the quote received was less than expected though it was acknowledged the cost could increase.**

Both schools will have more pupils from September 2019 than their planned places, however staff are busy trying to confirm the actual number of children who will join as it is always difficult to establish actual figures. The pupil numbers in September 2019 will mean the schools will receive additional funding. The Meadows are expected to have 122 pupils, which will mean they will borrow a classroom from Leek High School for one year, to be reviewed after that time. Springfield have an expected number of 58 which is very high for the school.

Referring to his report the Executive Headteacher said both schools are on track with their development plans, with only a couple of targets being in doubt, but when questioned the Headteachers confirmed they are also on track.

MAT Update

The Executive Headteacher said SIMs is the system used by school offices to complete registers and hold data, but its restriction is the information is seen solely by that school. The Arbor Management Information System is cloud based so different schools can have access, which is useful for the Trust. The system also enables the use of text messaging to parents and Parent Pay, systems the school currently pays separately for. The Executive Headteacher will meet with other Heads from the Trust on 14th June 2019 so each can say how they want the transition to happen.

**Q Are there any dangers with this method of sharing information?**

**A** No, it complies with GDPR.

Referring to his report the Executive Headteacher said the findings of the admin audit had been shared with himself. The timeline for centralizing some financial procedures within the Trust is currently being discussed.

**Q Will this centralization be beneficial?**

**A** In some areas and it does make sense, but the schools will lose some autonomy. In other areas it will not be beneficial, for example, Headteachers currently ask their office staff to order items and they know they have been ordered and when they will arrive. This may not be the case under the new system. This is why there needs to be a dialogue between Headteachers, Office Managers and the Trust.

**Resolved -**

* That the report be received with thanks.

**Effectiveness of Leadership & Management Committee**

The minutes of the meeting which took place on 20th May 2019 at The Meadows were referred to. The following points were noted:

Springfield has a high level of reserves but is yet to pay the pay increase to TAs and non-teaching staff.

**Q Will this be back paid to staff?**

**A** Yes to 1st April 2019.

The Meadows are expected to have a deficit of at least £15,000.

The apprentices that both schools have were discussed.

**Q Does the Government pay part of their wages?**

**A** No, the Government fund the teaching they receive from college and the Trust receives and apprenticeship levy which is ringfenced for employing apprentices.

**Q How long is the course?**

**A** They spend one day at college and four in school.

If the apprenticeship levy money the school receives is not spent within three years it is written off. The Executive Headteacher said staff who want to become senior leaders or business managers can be encouraged to follow the apprenticeship route, so the money is used.

Governors were informed that the schools have an unqualified teacher to deliver outdoor education, support the delivery of the Duke of Edinburgh award, and who established the first aid training centre which brings additional income to the schools. It was established that further capacity to deliver first aid training and outdoor education was required so a further unqualified teacher has been appointed. They will deliver first aid training two days per week and when not doing this will deliver outdoor education.

The Chair and Executive Headteacher are to meet soon to discuss the budget and to establish if it is viable to appoint new staff at The Meadows now the numbers on roll have increased. The level of support that pupils require will also influence staffing decisions. The Headteacher of The Meadows said they will probably require an additional class from September 2019. The current average class size is 13 children. The Executive Headteacher noted that once a school is above their planned places, they can refuse to accept further children.

Section 7, Health & Safety was referred to and Governors agreed that should the claim be successful liability would be shared equally will Leek High School.

Section 14 HR was discussed**. Governors asked why staff absence rates at Springfield were so high.**

**A** It is largely pregnancy, childcare issues and serious illnesses. The Headteacher of Springfield reassured Governors that staff well-being is taken seriously as is managing absences. There is a balance between being a compassionate employer and being strict about absences taken. For example, staff are not paid for time off due to their children’s illnesses. The Executive Headteacher said both he and the Headteacher of Springfield have altered their interview questions to ensure a truer picture of the applicant is obtained.

**Q Have the new interview questions been implemented at all schools?**

**A** They are in place at Springfield and The Meadows, but other schools within the Trust have their own questions as they require different characteristics in their staff.

**Q Are staff absences recorded in the same way across the Trust?**

**A** Yes.

**Governors stated that staff absence is an issue for the Headteacher of Springfield so will continue to be monitored by the committee.**

The Headteacher of The Meadows reiterated that the flood had caused a lot of extra work for Louise Smith and Governors agreed and stated their appreciation.

**Resolved –**

* That the school would share equal liability with Leek High School should the current claim for injury be successful.

**Quality of Teaching, Learning and Assessment/Outcomes for Children and Learners Committee**

The minutes of the meeting which took place on 23rd May 2019 were referred to and the following items were discussed:

Item 8, Curriculum Development. Miss Rothwell made Governors aware of Mr Harvey’s achievement in how successful the Science Day at The Meadows was. Mr Harvey said that it was a new idea to invite children from other schools, but The Meadows pupils commented on how much they enjoyed it and the experience increased their confidence.

Item 4, Monitoring of Teaching & Learning – The Headteacher at Springfield said monitoring of EYFS (Early Years Foundation Stage) and KS2 (Key Stage 2) is taking place on 14th June not 4th as stated in the committee minutes. The Headteacher said external moderation is a positive process and saw no issues with it even though children are working below national curriculum standards. The moderation report will be shared with Governors at the Autumn meeting.

**Resolved –**

* Springfield EYFS and KS2 moderation report to be shared with Governors at the Autumn LAB meeting.

**Well Being Committee**

The minutes of the meeting which took place on 15th May 2019 were discussed. This committee is a celebration of the work undertaken by both schools focusing on educational visits and how the resilience of pupils is promoted. **The Chair felt that the new proforma from the Trust for these meetings did not describe the quality of well-being provided by the schools.**

**Governors asked about pupils taking holidays in term time and whether the school could defend these absences if externally challenged.**

**A** Yes, the schools could as holiday requests are challenged by the schools. Generally, if pupil’s attendance is above 90% the request is approved, but each case is looked at individually and the Executive Headteacher was confident that all decisions made are robust.

**Governors said they would like to complete a focused visit to the schools but were conscious of it causing extra work for the staff.**

**A** Visits are welcomed. The next round of Learning Walks will be planned in September 2019 so will be shared with Governors so they can attend.

**Resolved –**

* That Governors are informed of the dates of Learning Walks when they are known in September 2019.

**8 Safeguarding Updates**

Governors were advised that information regarding carrying out the statutory duties has been updated and that this information is included in the Entrust Governor Information Pack (GIP).

Governors were also made aware of the following safeguarding updates –

1. Latest Craze – Momo

Parents had been made aware of this issue.

1. Peer on Peer abuse

All staff have completed this training.

1. Staffordshire Virtual School for LAC

**Resolved -**

* That the information in the GIP be noted

**9 Strategic Leadership**

Governors were asked to note the information that was included in the Entrust Governor Information Pack page 7. They were advised that this section focuses on areas which fall under the Strategic Leadership section of the Governance Handbook -

1. Being Strategic – Staffordshire Education and Skills Strategy
2. Policy development strategy

**Resolved -**

* That the information in the GIP be noted

10 **Accountability**

Governors were asked to note the information that was included in the Entrust Governor Information Pack. They were advised that this section focuses on areas which fall under the Accountability section of the Governance Handbook –

i) Improving school accountability

1. Progress 8
2. Analyse School Performance (ASP)
3. Inspection Data Summary Report (IDSR)
4. Find and Compare Schools Data Base
5. Change of Rules on Post 16 Maths/English GCSE Resits
6. Primary SATS
7. Secondary Science
8. Careers Strategy

iii) Finance accountability (3.4) if relevant, see Scheme of Delegation

a) Keeping Up to Date

b) Related Party Transactions

c) DfE Fraud Checklist

d) SFVS

e) Schools Joining an Established Trust (FMGS)

f) DfE School Efficiency Metric

g) MAT Executive Pay

**Resolved** –

* That the information in the GIP be noted

11 **People**

Governors were asked to note the information that was included in the Entrust Governor Information Pack page 14. They were advised that this section focuses on areas which fall under the People section of the Governance Handbook –

i) Working with Parents

ii) Teacher workload

iii) DfE Teacher Recruitment and retention

iv) Governor Training Schedule

v) GovernorSpace – DfE Funded Training Available Now

**Resolved -**

* That the information in the GIP be noted

**12 Structures**

Governors were asked to note the information included in the Entrust Governor Information Pack. They were advised that this information focuses on an area which falls under the Structures section of the Governance Handbook –

1. Communication in a MAT
2. Due Diligence

**Resolved -**

* That the information in the GIP be noted

**13 Compliance**

Governors were asked to note the information that was included in the Entrust Governor Information Pack. They were advised that each area in this section focuses on areas which fall under the Compliance section of the Governance Handbook –

i) Governance Procedures

a) Relationship and Sex Education (SRE)

b) Religious Education (RE)

i) Agreed Syllabus and Collective worship survey

ii) Statutory duties

**Resolved -**

* That the information in the GIP be noted

ii) Education (6.4)

a) Multiplication Tables Check (MTC)

b) Reception Baseline Assessment (RBA)

c) Music Education

d) SEND Council Evidence

e) Safeguarding – see item 8 on the agenda

f) Staffordshire School for LAC – see item 8 on the agenda

g) School council evidence

h) SEND Transformation update and vision

i) Pupil Wellbeing (6.8)

a) Mental Health Awareness training

b) Coping with Exam Stress

c) Education Secretary vision on character and Resilience

d) Resources for children with learning disabilities

j) Information Sharing (6.14): DfE National Teaching Jobs Portal

**Resolved -**

* That the information in the GIP be noted

**14a) Evaluation**

Governors were asked to note the information that was included in the Entrust Governor Information Pack. They were advised that this section focuses on an area which falls under the Evaluation section of the Governance Handbook.

* 1. Self-Evaluation of Board’s Effectiveness
  2. Ethical Leadership
  3. Education Endowment Fund guide to becoming an evidence-informed governor and trustee

**Resolved -**

* That the information in the GIP be noted

**14b) Impact of discussions during the meeting, or future actions arising from this**

**meeting, on pupil outcomes**

Governors felt that many important decisions affecting pupil outcomes were made at committee meetings. For example, at the Quality of Teaching, Learning and Assessment/Outcomes for Children and Learners Committee questions were asked about safeguarding and if children feel safe, they are more able to learn.

At this meeting Governors resolved to attend Learning Walks, which will add to the knowledge gained from meetings.

A discussion was held regarding term time holidays.

Governors felt that insight from staff about what takes place in the classroom is valuable.

Staff said when challenged by Governors, they are made to think about things.

**15 Other Information**

Governors were asked to note the information that was included in the Entrust Governor Information Pack. They were advised that this section focuses on any other information.

a) Ofsted new EIF

b) Ofsted evidence report

c) Ofsted Inspection Framework on Governance

d) Sean Harford Blog

**Resolved –**

* That the additional information provided in the Governor Information Pack be received and noted.

**16 AOB**

It was noted that a member of staff has worked at the school for 25 years. The Trust will decide how this length of service is recognised.

Governors were invited to attend Parents Evenings at The Meadows on Tuesday 16th July 3.45pm-6.30pm, and Springfield on Thursday 11th July from 3.30pm. Governors to email the respective Headteacher if they wish to attend.

**17 Confidential Items**

Governors were asked to identify if there were any items / materials which need to be excluded from any agenda, minutes, reports or other papers discussed at the meeting which would normally be made available for inspection following the meeting.

Governors were also asked to identify any items included on the agenda which require recording in a confidential appendix to the minutes.

**Resolved -**

* That no items were identified as requiring to be recorded in a confidential appendix to the minutes.

**AND**

* There were no items / materials identified for exclusion.

**18 Dates and Times of Future Meetings including Committee meetings where**

**known**

**Resolved -**

* That the full Governing Board meetings for 2019-2020 will take place as follows:

Thursday 7th November at 5.30pm at The Meadows

Thursday 27th February at 5.30pm at Springfield

Thursday 4th June at 5.30pm at The Meadows

The meeting closed at 7.25pm

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**Chair Date**

**Action Sheet**

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| --- | --- | --- | --- | --- |
| **Action Number** | **Minute Number** | **Action** | **Responsibility** | **Completed by** |
| 1 | 2e | Ascertain if Mr Pearce has signed the Code of Conduct. | Executive Headteacher | End of Summer term 2019 |
| 2 | 4 | Contact Louise Smith to arrange Governor Induction Training | Mr Pearce | End of Summer Term |
| 3 | 4 | Establish if the School Fund is reported to the directors of the LAB | Executive Headteacher | Autumn term LAB meeting. |
| 4 | 7 | Springfield EYFS and KS2 moderation report to be shared with Governors | Springfield Headteacher/Executive Headteacher | at the Autumn LAB meeting. |
| 5 | 7 | Governors are informed of the dates of Learning Walks when they are known. | Executive Headteacher | End of September 2019. |
|  |  |  |  |  |