

**Directors Meeting Minutes  
18 November 2016 8am**

Attendees : Mr P Lovern (PL) (Executive Head), Mrs H Bowman (HB) (Chair of Directors), Mrs L Brown (LB) (Business Manager), Mrs S Cockayne (SC) (Director), Mr P Halifax (PH) (Vice-Chair of Directors), Mrs M Havelock-Crozier (MHC) (Director) (arrived 8.55am), Mrs J Smith (JS) (Director), Mr G Wood (GW) (Director) Also Miss H Jennings, teacher and RE Coordinator (to present Item 10).

Clerk to Directors: Mrs A Howard (AH)

RC: Richard Crosse

SM: St Mary's

HP: Howard Primary

LAG: Local Advisory Group

CIF: Condition Improvement Funding

PAN: Planned Admission Number

KPI: Key Performance Indicator

NQT: Newly qualified teacher

EYFS: Early Years and Foundation Studies

1. **Prayer** - PL started the meeting with a prayer.
2. **Apologies** - Mrs C Humphries (CH) (Director)
3. **Pecuniary Interest** - All Directors have now completed the Pecuniary Interest forms.
4. **Minutes of last meeting** - The minutes were agreed as a true copy, with minor amendments. Certain items were agreed as confidential. HB signed the minutes.
5. **Safeguarding** -
  - a) MHC has discussed this with her school; costs may be split between the two schools or paid by TSSMAT. MHC will confirm the date of training with LB.
  - b) PL discussed a safeguarding incident with Directors.
6. **Governance** -
  - a) **LAG update:** SC informed Directors that the LAG meeting had gone very well, with a good attendance. PL talked through the LAG set agenda, which includes updates from curriculum leaders, input from a Head of School and an opportunity for LAG members to say what it is going on in their communities, to ask questions and express ideas and concerns. It was suggested that a Director could attend a LAG meeting to gain information on curriculum updates and report back to the Board, but it was agreed that it was useful to have curriculum updates at the Directors' meetings (see Item 10); curriculum leaders would not be expected to attend more than two governance meetings a year. PL had explained the need for confidentiality at these LAG meetings. SC was impressed by the attitude of the LAG members who really cared about the schools. There is a vacancy for an elected parent from RC.
  - b) **Strategy for Growth:** Directors discussed the Governments growth agenda and how this may impact on Multi Academy Trusts.
7. **HR and Staffing** -
  - a) **Clerical Vacancy:** Interviews, using the values model, will take place on 28th November, to employ someone to work at Front of House and also take on a MAT administrative role, such as Health and Safety.  
CH has met with LB and PL to discuss fundamental roles for MAT Leaders.
8. **Marketing and Development** -

a) **Open Days:** Following good responses to the first Open Days at RC, SM and HP, second Open Days have been held at SM and HP, with a poor response at SM but a good number of people attending at HP.

b) **Nursery at SM:** It is hoped to start this in September 2017 and a consultation has started. An application to the DfE has been drawn up, the LA have no objections and the Diocese and local interested parties are now considering the plan. There will be a consultation meeting at 7pm on 29th November. Feedback responses will be collated. JS asked about Health and Safety and risk assessments connected to the Nursery; PL and LB agreed that JS's input and offer to audit the space and paperwork would be very welcome.

c) **RC Building Developments:** CIF Bid process was discussed.

d) **HP Classroom Developments:** There was a well-attended meeting at HP to discuss funding these developments and the community is very keen to raise the money for this, with plans in hand for fundraising events.

## 9. Finance -

a) **Audit Update:** LB asked all Directors to read the recent letter from Lord Nash. The valuation of land and buildings has been received, which was higher than expected; this will offset to some extent the higher expense of the Pension scheme. The final accounts should be ready by 16th December.

b) **Gift Policy:** Staff have been informed of the Gift Policy.

c) **Statements of Assurance for September 2016:** These were completed for PHRP and John Bowman for 2015 and will need to be redone at the 23 November meeting for 2016.

d) **KPIs:** GW and LB have met to discuss these. LB provided an example of the presentation of a KPI covering Phonics targets and Directors agreed that this was a very clear, visual way of showing progress from the previous year and over the current year. The KPIs were linked to the strategic objectives in the Trustees' Report:

- ensure that all children make at least good progress
- the quality of teaching is at least good, monitored by performance management
- leadership and management are at least good, monitored by performance management
- children are offered a broad curriculum, with many enrichment opportunities. This could be more difficult to measure, but termly school reports give evidence of the number and variety of curricular and extracurricular opportunities offered. Pupil responses in questionnaires relating to this could also be measured.
- governance provides sufficient challenge and rigour. It was suggested that Directors' Challenges could be noted at each Board meeting and the outcomes would be reported in the Minutes.
- ensure that the Trust is financially viable (monitored by audits, staff and non-staff costs and monthly analysis of accounts). This should include growing the number of pupils in the three schools, so termly reports on numbers on roll will monitor this. PL noted that the decision to appoint a high number of NQTs in the past ensured lower costs but could have had an impact on results; now these are more experienced teachers, outcomes for children will improve, but the costs are higher. Many schools are in a difficult position, financially, with less funding and more services to provide; TSSMAT benefited from a good carry-forward and the conversion grants, but there were also costs involved in the conversion process.

LB planned to have a schedule on reporting on progress on the KPIs at the Board meetings.

e) **Trustees' Report:** LB and PL considered that this has been a useful exercise. Directors had received the report and approved it. Additions from the Auditors will be put into the report.

## 10. Curriculum -

a) **RE/SIAMS update by RE and Worship Co-ordinator** (given at start of meeting): Miss Jennings gave a comprehensive report on the teaching and learning of RE and Worship in Trust schools, together with preparations for the upcoming SIAMS inspection at RC. The report covered all aspects of RE and Worship, including progress on four core aspects highlighted in the 2011 inspection at RC:

- i) The Mission Statement - this has been informed by discussions amongst all members of the school family and is now firmly embedded within the curriculum.
- ii) The Worship experience - All staff and children have been involved in evaluation of this; there are 12 school values and 3 core values of Love, Friendship and Respect. Y6 pupils maintain a Worship diary, which includes details of the songs, prayers and themes. Staff complete Worship planning online and Worship is embedded in the PSHE curriculum. As a Church of England School, there is a distinctive Christian character to Worship within the school and the Worship scheme embodies Christian values. The 'Roots and Fruits' scheme is used to give children activities including games and Bible verses to complete with their families at home. There is a board in school for children to make comments on aspects of Worship. With regards to other religions and other cultures, the school has taken part in the Faith Trail in Derby and has formed links as part of the Rugeley collaboration and with a school in Sutton Coldfield where a number of different religions are represented by pupils. There is also a link with the Buddhist Temple in Kings Bromley and a French school whose headteacher is at present visiting the Trust schools.. Children are encouraged at all times to show understanding and respect for diverse communities. There are assessments to monitor pupils' progress. Teachers lead the collective daily act of worship, with children involved and parents invited to the weekly Achievement Assembly.
- iii) The RE Curriculum - Book trawls and learning walks take place to monitor teaching and learning in RE. Children show a great deal of enthusiasm in RE lessons, eagerly asking and answering questions, and are encouraged to develop their own moral compass. It is planned to further develop the EYFS curriculum.
- iv) Leadership and Management - The school is very much involved with the local church, with regular church services led by the children. Many children attend the local church and there are many community links. It was agreed that the Christian ethos impacts on the behaviour of the children. Directors were invited to take part in learning walks, monitoring and evaluating the teaching and learning of RE and Worship at the three schools. The Trust has been self-assessed as outstanding in RE and Worship. The Directors congratulated Miss Jennings on her presentation and appreciated all her hard work. HB commented that RE and Worship were fundamental to TSSMAT. Directors were invited to come into school during the day of inspection.

b) **Raise Online update** - PL presented the Raise Online data, expressing particular concern regarding Reading across the Trust and this has been highlighted as an area for development.

***Directors' Challenge: To show termly improvement in Reading in KS1 and KS2 at each school.***

The expectations for children's attainment have increased and progress measures altered. This has impacted on the results at RC and SM as the advice given was to only award greater depth for those children who were given a standardised score of 115. PL has received a letter from the Minister for School Standards congratulating RC on being in the top 8% of schools for Phonics.

#### 11. Policies -

**Admissions:** It was agreed that the PAN for each school will remain the same. A new Admissions Policy will be produced for SM to cover the addition of the Nursery.

#### 12. Any other business - There was no other business.

#### Dates of future meetings:

##### Directors meetings

23rd November 8am (Directors invited to Members meeting - AGM)

16th December 8am

20th January 8am

17th February 8am

24th March 8am

28th April 8am

26th May 8am

23rd June 8am

14th July 8am

LAG meetings

22nd March 4pm

12th July 4pm

Members meetings

23rd November 8am (Directors invited - AGM)

16th December 8am

1st March 8am

12th July 8am

Signed.....

Date .....

Chair of Directors

<b>Item</b>	<b>Action to be taken</b>	<b>Action by whom</b>	<b>Action by when</b>
5a	To discuss dates for Safeguarding course	MHC/LB	21/1/17
6b	John Bowman to complete guidance document on due diligence. To discuss at sub-committee and distribute to Directors.	JB PL/PH/HB	tbc tba
8b	To audit proposed Nursery space and paperwork	JS/LB	tba
8c	To pursue application for CIF and planning application	PL	tba
9d	Identify Directors' Challenges in meetings	Directors	From 18/11/16
11	To produce new Admissions Policy for SM	LB/PL	January 2017