**Local Advisory Group Meeting**

**Wednesday 12th July 2017**

**MINUTES**

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| LAG | Local Advisory Group/s | CM | Claire Malcolm – PTA Member Howard |
| SEN | Special Educational Needs | CB | Chris Billingham – Community Member Howard |
| PL | Paul Lovern – Executive Head | ST | Samantha Teece – Parent Member St. Mary’s |
| HB | Heather Bowman – Chair of Directors | CC | Claire Clarke – PTA Member St. Mary’s |
| SC | Sue Cockayne – Director for LAG’s | MH | Marie Havelock – Community Member St. Mary’s |
| AA | Antony Allen – Parent Member Richard Crosse | NJ | Nicola Jarrett – Head of School Richard Crosse |
| MHE | Marcella Henley – PTA Member Richard Crosse | LD | Lesley Denby – Head of School Howard |
| JH | Jan Higgins – Community Member Richard Crosse | JW | Jon Wynn – Head of School St. Mary’s |
| PB | Phil Bate – Parent Member Howard  | RW | Rebecca Worboys – Trust Administrator |

**Attendance :** PL, SC, AA, MHE, PB, CM, CB, CC, MH, NJ, LD, JW, RW, JH

**Additional Attendees :** Mel Havelock-Crozier (MHC), Julie Smith (JS) – Directors

1. The meeting opened with a prayer.

Directors in attendance introduced themselves to the group.

1. **Apologies :** ST and HB sent apologies.
2. **Head of School Reports**

**Richard Crosse – NJ**

Richard Crosse have a been involved in a number competitions and sporting events such as netball, dodgeball and tag rugby which have been led mostly by Mr Davies and Mr Challinor.

As a whole school they have taken part in Ascension Day, Health and Wellbeing Day and will be contributing to the Kings Bromley Show.

Early Years have been gardening and have had an introduction to Forrest School.

KS1 have visited the church.

Y3&4 have been on a residential to Shugborough.

Y5&6 have been on a local walk around the village, been to Darwin House, have performed their leavers production and will be going on a trip to Borth next week.

Behaviour – They have had one case of bullying this term which has been dealt with.

Learning walks and observations are still taking place and phase leaders are reporting to SLT.

Attendance – 98.2%

Data

Reading – this is at a high level though Y1 data is not as good as the autumn due to the change in assessments making them more rigorous.

Writing – this is a whole year process and the Y6 data shows that although in the autumn there were no pupils working to greater depth, the summer term shows that 46% are now working to greater depth. Writing has also been moderated this term by Walsall County Council which has set a benchmark.

GPS – they have looked at how they deliver spelling and have seen a marked improvement and Y3&5 results have shot up.

Maths – the Y1 assessment for summer has been changed as with the reading. However, 96% of Y6 are achieving the expected standard based on SAT’s.

Assessments will be implemented for reception in September but won’t be rigorously assessed.

**The Howard – LD**

LD told the group that some things have been cancelled this term due to staffing shortages. However they have been involved in Maypole dancing, KS1 have looked at the life cycle of a caterpillar and the seaside and KS2 have been looking at lakes and rivers. Y2 have also been involved in cricket club coaching which has been a big hit.

Assessment – the children have worked hard and although there have been big changes they have accepted them and got on with what they needed to do.

PL explained that LD has been acting Head of School while Mrs Hupfield but officially starts as Head of School in September.

Behaviour – they are monitoring a couple of children in Y5&6 but things have been put in place and they are doing well. They are also working with the SENCO to put things in place for a Y1 pupil.

Data

Reading – this has improved and is being tracked regularly. Interventions are in place for those that need it.

Writing – Y3&4 shows cause for concern but Y1&2 are improving. They are looking at ways to improve writing across the MAT.

GPS – Y3 are a cause for concern as they are working below the expected. Spelling has impacted writing as it goes hand in hand.

Maths – the data shows they are in a strong position.

JS said that she would like to see spellings set but tested at a later date not necessarily on a certain day so that they have to keep going over them and repeating them to embed.

JW mentioned that they were also encouraging self editing of their work to encourage them to correct themselves.

NJ also added that Y2 & KS2 are expected to track misspelling in their work and look up the words in the dictionary encouraging them to be active learners rather than passive.

AA asked if the DOJO system is used for spelling.

NJ replied to say that it is sometimes used but it is down to the class teacher but they can take it on board to look at implementing it consistently across the board when looking at the DOJO system.

CM said that DOJO’s seem to have dropped off this last half term and it’s not being used effectively. A few parents have said that they don’t have access to it at The Howard. There is time left between giving the pupils the DOJO point and putting them on the system meaning the children have to keep track of what they have. This has been demotivating them.

PL recommended that this issue be looked at with his leadership team.

**St. Mary’s – JW**

A lot of the activities echo the other schools as they are done as a MAT. However, they have been looking at Dragonology and have been to the fire station to look at truck safety.

Mrs Roberts is now back from maternity leave and working in class 1. They have also had two student teachers who have been working with them.

An additional 5 pupils have been admitted to the school and two more are due to start in the autumn term.

They have had a new vicar in the village and have been attending church on Wednesday’s for worship.

A chicken coup has been built and they are awaiting chickens.

Safeguarding – there has been one incident which is being dealt with.

Behaviour – there are low level pockets which are being monitored. Y6 have been good across the board.

MHC & CS acknowledged the efforts of teachers that they are going above and beyond to help children prosper.

Data

Y1 – there are slight spikes grammar but maths is strong.

Y2 – there is a good benchmark and some are now working at greater depth. The ones that have been on roll from September have made progress however there have been three new admissions just before SAT’s.

Y3 – the spellings for this cohort are hard but they are going in the right direction in terms of progress.

Y4 – they have shown that the autumn data is consistent to what they are working to.

Y5 – this cohort have made improvements in writing.

Y6 – they are working above the national average and are doing well in grammar. The data here is a testament as to what is going on in the schools.

1. **Classes for September & Budgets**

PL explained that the LAG as a group do not have an impact on budget or staffing but will always be told when decisions have been made.

Following the last meeting the MAT has received its budget which is to be ratified at the next Director’s meeting. It shows a significant reduction in funding. For example the Academy Service grant was £140 per pupil however it has now reduced to £60 per pupil. In addition we have a more expensive staffing structure as we see incremental drift, but with this we get more expertise and strengths.

The budget model for the next five years shows that we require careful financial management. Staffing has therefore been set to be sustainable yet fair.

Due to this Richard Crosse will be combining Y1 and Y2. This decision has been made under careful consideration as the other option what have been to split Y2 but from past experience this has not worked and neither pupils or parents where happy with this set up. Resources have been put in place for this combined class and PL is confident that teaching in the class will still be of a high standard.

PL presented the staffing structure across the MAT for next year which shows that the pupil to adult ration will be similar across all three schools.

MHE said there was initial shock where children knew what was going to happen before the parents did. She felt if the information that had been given in the letter sent following the parent meeting was given in the original letter then it might have helped.

AA shared with the rest of the group that there had been a parents meeting held about this in which he and JH attended to try and calm the situation. Had they known what was happening they could have helped further at the meeting.

SC said that as Directors they have offered their views on the matter and it was not just PL making the decision.

NJ noted that there had been open discussions in front of the class teacher which were deemed unsavoury. However JH said that there were a lot of positive comments about the class teacher at the parents meeting that was held.

PL said that following the detailed letter he sent out to parents no-one has requested to meet with him to discuss it any further.

AA had noted that following this letter PL had made himself available on the gate to address any concerns.

**Premises**

Richard Crosse has been successful in its application to the DfE to fund a new classroom. However, St.Mary’s bid for a new heating system was rejected, this is currently being appealed.

The Howard are currently looking to put a bid together for a new heating system and new perimeter fencing.

**Nursery Update**

Both the Richard Crosse and St. Mary’s nurseries are full for September. However it is recognised that there has been mixed communication to parents due to a number of staffing changes. Apologies were given and they are currently working to put it right. A letter will be sent this week clarifying start dates and uniform.

**Staffing**

It was also confirmed that Mrs Hickman will be working in St. Mary’s nursery class until her maternity leave starts.

PL welcomed LD as Head of School.

1. **Community Updates**

The school’s PTA and Friend’s groups updated on their progress this term and activities that have taken place and are planned.

1. **AOB**

Following the last meeting an update was given on Parentpay/Care Club Accounts. Any additional charges will now be added individually, i.e. one charge for each additional session detailing the cost and date of that session.

With regards to childcare vouchers they will be accepted towards payment of care club and choir costs only. However, payments will be posted to care club unless parents email finance@tssmat.staffs.sch.uk first to request payments be made towards choir costs. A note on this and how Parentpay administration is changing will be added to the planners.

It was noted that the LAG’s are not able to communicate with each other as they don’t have contact details. Therefore email addresses of group members will be sent with the minutes.

There will be a vacant position from September on the LAG which will be recruited to.

1. **Date of Next Meeting**

Dates for next year will be sent out in September.