

Christian Malford Local Board Meeting
Minutes: Thursday 19th March 2015

Present	Apologies
Claire Kennedy: Chair (CK) Jill Rowe: Headteacher (JR) Roger Nicholas: DBAT (RN) Sarah King: Foundation member (SK) Andrea Kaye: Staff representative (AK) Rev Evelyn Bone, Vice Chair and Draycot Benefice (EB) Paula Jenkins: Acorns Pre-School (PJ) Lynne Swainston: School Effectiveness Adviser (LS) Samantha Forrest (Clerk)	Karen Hawker: Parent member (KH) Shirley Palmer: DBAT (SP)

Item	Minute	Action
1.	Opening prayer EB conducted the opening prayer.	
2.	Welcome and apologies CK welcomed members to the meeting, particularly Assistant Head Andrea Kaye, who was taking over from Jake Miles as staff representative on the Local Board. Apologies had been received from SP and KH and were sanctioned.	
3	Declaration of Interests No interests were declared in any of tonight's agenda items and no further interests of a general nature were declared.	
4	Minutes of previous meeting The minutes were agreed as a true and accurate record of the meeting and signed by the Chair.	
5.	Matters arising <i>Recruitment of new teacher:</i> interviews had taken place earlier that day, with a number of LB members on the panel. An offer had been made and accepted, subject to the usual checks. The NQT would start in September on a one-year contract and would be mentored by AK. <i>Update on finance software:</i> JR confirmed that the new software package had been installed and that training was in hand. DBAT was bearing a large part of the start-up cost, with Christian Malford contributing £2,500. <i>LB newsletter:</i> CK had produced the first LB newsletter, which appeared to have been well received. There would be one newsletter per whole term and she asked for help from one or more members to co-ordinate and put together future editions. <i>Feedback from Parish Council meeting:</i> CK had attended a Parish Council meeting to discuss how best to resolve the traffic and parking difficulties around the school at peak times. A working party comprising representatives from all relevant local bodies was being established to help improve signage and road markings. <i>Parking sign:</i> a parking sign for the school premises had been ordered but had not yet arrived. CK would follow up with the supplier.	All to consider CK

6.	<p>Feedback from members of the month</p> <p><i>January:</i> EB had taken an assembly during the month and had agreed dates for the Church Experience and booked dates for the Easter Service. She had also participated in lessons for two classes. She explained that a family bereavement had precluded any further activities during January but she had volunteered to take up the spare June slot for ‘member of month’.</p> <p><i>February:</i> in SP’s absence, she had sent a written report of her activities in school during February. These included attendance at a FOS meeting at which the Home School Agreement and the Behaviour Principles were discussed, a follow-up meeting with the SENCos, a meeting with the Head to discuss the Child Protection Policy and check on the Single Central Record, and liaison with staff to put together the EYFS Policy.</p>	
7.	<p>Feedback from Standards Committee on 27th January and MB meeting on 5th March</p> <p>CK reported back on the Standards Committee meeting, which she had attended. As it was the first meeting, it had focused largely on how the Committee would work and what schools would need to provide by way of reports and information. It had been agreed that it was for Headteachers to determine the key areas on which to report. The Committee, in turn, would report to the MB. A summary of each academy was given to this meeting.</p> <p>CK had not received feedback from the MB meeting on 5th March but would follow up on this.</p>	CK
8	<p>Report from committees</p> <p><i>C & S Committee:</i> the committee had met on 10th March to discuss the third term’s pupil performance data. SK updated the LB on key points. Since the meeting, SP had further interrogated the data from a SEN perspective. The data now identified the SEN and traveller components for each year group and staff were confident of meeting the targets. SK observed that SEN pupils showed comparable or better progress than non-SEN pupils overall. This led to a discussion of targets, with JR explaining that there was now sufficient data to revisit targets. <i>RN asked for clarification of this; JR explained that the original targets appeared to have been based on flawed data and that the current position reflected the accelerated progress that was necessary to catch up. More realistic targets would now be set, based on accurate data.</i> SK commented on the significant impact the new Maths scheme was having on progress, as shown by the data. JR and AK added that Abacus, combined with the use of objectives and Assertive Mentoring, was playing a part in that good progress. This had exceeded the progress called for by Ofsted and good progress in Writing was also being seen.</p> <p>The next Committee meeting would look at EYFS data, focusing on Reception pupils. It was pointed out that data for Reception pupils was based on different criteria than entry data (from pre-schools) so direct comparisons could not be made. However, staff were being trained on baselining the data to address this issue.</p> <p>SK asked what level of detail LB members would like the Committee to share with them. It was agreed that, ideally, one set of reports (SIP, Headteacher’s report, data tables) should serve several purposes including the information presented to the LB. In the current year, timing did not always allow for this but it was agreed to work towards this in the future by standardising a reporting format and timetabling meetings next year to follow the assessment data. In the meantime, members would like to see the data tables, supported by a few bullet points. RN requested that all governors be sent a copy of the data going to the next Committee meeting. This was agreed.</p> <p><i>Resources Committee:</i> CK reported no significant deviation from budget, with 67 on roll at the time of the meeting (now 70). JR added that travellers currently made up 13 per cent of the NOR, with SEN pupils numbering 17 (or around 24 per cent). AK said that there was now much more targeted support and specific interventions for SENs, which was reflected in better progress. This led to a discussion on different groups, including ‘disadvantaged’ which numbered three or four and ‘looked after children’ of whom there was one. The LB agreed that attainment data for all of these groups (and for children in receipt of pupil premium) would need to be analysed separately to meet the Closing the Gap agenda. There would need to be a named governor and a teaching mentor for the looked after child. All of this would be addressed at the next C & S Committee meeting.</p>	<p>JR/LS/ Clerk</p> <p>SP</p> <p>SP</p>

	<p>CK fed back the Resources Committee's conclusion on Health and Safety. Having explored proposals from a number of companies to carry out the audit, a decision to engage Wiltshire Council had been made. This was the most cost-effective option but LS agreed to take back the suggestion that DBAT consider buying in this service for all academies in the future.</p> <p>On maintenance, CK had been unable to make contact with the relevant person over the issue of a party wall, but this was being followed up by Camilla.</p> <p>On marketing, the Head was working on an updated prospectus and the next open morning (6th May) was being advertised locally. EB suggested consideration of a 'Granny and Granddads' day in the future, many of whom provide childcare. CK would take this back to the committee.</p>	<p>LS</p> <p>CK</p>
9.	<p>Headteacher's report</p> <p>JR gave a verbal report, which included the subjects focused on in staff meetings, a training course on My Plan and a Maths subject leaders' meeting. She had attended a 'More Able' conference, which she had found very useful, and had held a celebration assembly. Lesson observations had been carried out, which showed the majority of teaching to be good or better. AK added that teachers' use of the IRIS filming system for self-evaluation was already proving useful and was a powerful tool which could be used in a number of different ways in the future.</p>	
10.	<p>School Development Plan</p> <p>The document circulated had been updated by the Head, who would input the information to Aspects the following day. Future SDPs would, therefore, be generated from that system. JR confirmed that all areas identified for improvement by Ofsted had now been addressed so she was in a position to move forward from there. RN questioned the statement that all pupils were demonstrating at least good progress. JR agreed to revisit the wording on this but confirmed that progress was on track at this point in the year. Progress data was now being triangulated with reference to pupils' books and their lessons.</p> <p>Overall, members found the information clear and detailed and thanked the Head. LS agreed and said the next stage would be show the <i>impact</i> of the work that has been done.</p>	JR
11.	<p>Governance</p> <p>This session was designed to ensure that members were fully aware of their responsibilities in key areas, what knowledge they should have and where to find more information where necessary. LS provided some handouts, focusing this time on Teaching and Learning and Achievements, and talked through the main points. She explained that this was based on an interim position, with Ofsted guidelines having changed in January 2015 and being due to change again from September. She ran through a number of questions that members would be expected to be able to answer, as well as things they should be asking of staff leaders. Members needed to demonstrate how they were holding the Head to account, using their 'challenge and support' role to best effect. As a follow-up to tonight's discussion, LS offered a further session following the next SIP visit. This was agreed. LS also agreed to contact Trish Dodds at DBAT with a view to conducting further exercises to include the Chair, C&S Committee, the Headteacher, Assistant Head and subject leaders across the three schools.</p>	LS
12.	<p>Progress against 2014/15 LB objectives</p> <p>The Chair ran through the current year's objectives, which were considered to be on track. The proportion of good and better teaching was moving in the right direction, as shown in the SDP. The LB was satisfied that the right processes were in place to check the quality of teaching and learning. Progress in Maths had already exceeded Ofsted requirements and pupils were also showing good progress in Writing.</p>	
13.	<p>Approval of policies</p> <p>The following policies had been produced: Admissions (2016/17); LB School Visits; Behaviour and Discipline (together with Behaviour Principles); Sex and Relationships Education; EYFS; Maths; Calculation; History; Geography; Data protection; Health and Safety; and Single Equalities. Equality Objectives had also been drawn up and were presented alongside an Equality Information document. The policies and objectives were approved by the Local Board, signed by the Chair and would be added to the website. Members noted the Financial Controls</p>	Clerk

	statement.	
14.	Adoption of DBAT policy The policy produced by DBAT: Supporting pupils with medical conditions was formally adopted by the Local Board. The Clerk would confirm this to DBAT.	Clerk
15.	Financial report CK confirmed that the budget was on track. The brought forward figure had now been agreed and a small surplus was expected. This had been helped by money granted for universal free meals for KS1 pupils.	
16.	Any other business CK highlighted the village Scarecrow Trail to take place that weekend.	
17.	Closing prayer EB gave a prayer of thanks to close the meeting.	

(Blue text denotes particular questioning/challenging by members.)

The Chair closed the meeting at 9.25pm.

Signed.....

Date.....