

**Christian Malford Local Board Meeting**  
**Minutes: Thursday 23<sup>rd</sup> November 2015**

<b>Present</b>	<b>Apologies</b>
Claire Kennedy: Chair (CK) Jill Rowe: Headteacher (JR) Rev Evelyn Bone, Vice Chair and Draycot Benefice (EB) Sarah King: Foundation member (SK) Andrea Kaye: Staff representative (AK) John Swainston: CEO of DBAT (JS) Samantha Forrest (Clerk)	Shirley Palmer: DBAT (SP) Paula Jenkins Acorns Pre-School (PJ)

<b>Item</b>	<b>Minute</b>	<b>Action</b>
<b>1.</b>	<b>Opening prayer</b> EB conducted the opening prayer.	
<b>2.</b>	<b>Welcome and apologies</b> CK welcomed members to the meeting, John Swainston was attending in his role as CEO or DBAT and in place of Lynne Swainston (LS). Apologies had been received from SP and PJ and were sanctioned. Karen Hawker had resigned from the Local Board due to personal circumstances.	
<b>3.</b>	<b>Minutes of previous meeting</b> The minutes of the September LB were approved as a true and accurate record of the meeting and signed by the Chair.	
<b>4</b>	<b>Matters arising</b> <i>Travel Plan:</i> CK confirmed that the Travel Plan had been submitted to Wiltshire Council, together with an application for funding. A response had just been received indicating that at least some of the items requiring funding were revenue items and therefore not covered by this scheme. She would follow up on this and pursue any capital expenditure items as appropriate.  <i>LB and committee structure from January 2016:</i> CK reported that she and JR had met with JS and Clare Stansfield and had agreed to establish one Local Board for the three schools from January 2016. It was envisaged that the LB would comprise 15 members to ensure representation from each of the three schools and communities but would be subject to consultation. The Chair had written to parents and advertised locally two consultation sessions on 3 <sup>rd</sup> December. JS confirmed that DBAT would re-appoint CK as Chair from January, with the expectation that the LB would elect a Chair in September 2016.  <i>School promotional leaflet and feedback from open day:</i> the school leaflet had been produced and widely promoted. CK said that the open day had been well attended with a good balance of existing and prospective parents and another open day had been scheduled for 9 <sup>th</sup> March.  <i>Admissions consultation:</i> the Clerk confirmed that the consultation period was mid-way through (due to close on 18 <sup>th</sup> December). No comments had been received to date.  <i>Future governance of Acorns:</i> CK reported that this was progressing. A meeting had taken place the previous week and Acorns was due to meet with its contact at Wiltshire Council the following week. Liz Gibbons would handle the legal aspects.	CK
<b>5</b>	<b>Register of Interests</b> All members had returned their declaration forms from which the Clerk had produced the Register of Interests. This was signed by the Chair and would be posted on the website. EB said that her pastoral duties brought her into contact with people across parishes and schools. This was not considered to be a conflict of interest in itself but, should any interests arise in the course of her duties as LB member, EB would declare them and withdraw from those discussions.	

6.	<p><b>Feedback from recent events</b></p> <p><i>Member of the month:</i> EB had been member of the month for October and had led the harvest festival in school. She had been impressed by the respect and good behaviour shown by the pupils, as well as the interest in and support for the charity and she passed her thanks to the staff. EB had also conducted a ‘worship walkaround’, with the aim of building on the Christian distinctiveness of the school. Her month’s activities also included a school visit in her capacity as literacy link member, adding a KS2 visit to the one to KS1 conducted earlier in the year. She said she particularly liked the way in which the children were being encouraged to use and extend their vocabulary. She would complete a monitoring form for circulation.</p> <p>SP had been member of the month for November and had undertaken a number of visits and activities. These were recorded in her monitoring form, which had been circulated to the LB.</p> <p><i>DBE Conference:</i> EB had attended this event on behalf of the Local Board and fed back key points, including those from Estelle Morris’ presentation on Closing the Gap. There had also been a break-out session in three groups and a presentation from Easton Academy on the use of collaborative art to engage with the community. Delegates had been shown a toolkit from the Education Endowment Foundation and encouraged to visit the website (<a href="https://educationendowmentfoundation.org.uk/toolkit/">https://educationendowmentfoundation.org.uk/toolkit/</a>). EB said she had found the day both interesting and useful.</p> <p><i>Vision and Values day:</i> this DBAT-run event had been attended by all members present at the meeting and had been considered productive. JR reported back on a proposal at the recent Heads meeting for a further session, perhaps bringing together people in their professional peer groups. JS added that the format and timing of a further event was to be considered at the MB meeting on 3<sup>rd</sup> December and could possibly be built into schools’ five TD days. JR supported that approach but asked that any dates be notified well in advance to allow for the programming of the TD days.</p>	EB
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7.	<p><b>Reports from committees</b></p> <p><i>Resources Committee:</i> most of the items covered at the committee meeting were on the LB agenda (marketing, finance, health and safety audit and policies). CK reported that members had conducted a maintenance walk and had identified a few issues which would be added to the maintenance plan. CK had invited the Chair of FOS to participate in a future maintenance walk with the aim of obtaining parent involvement in a maintenance day in the spring. The LB considered that it was worth considering the employment of a handyman on an ad hoc basis should budget allow. CK agreed to ask Camilla to investigate the costs prior to the next budget setting cycle. The committee minutes had been circulated to the LB.</p> <p><i>C&amp;S Committee:</i> SK reported back on behalf of the committee chair. The annual planner, LB Action Plan and the Monitoring and Evaluation Cycle had been reviewed. The committee had considered the SEF, which was felt to have good breadth and depth, and the new School Improvement Plan, which was linked to the SEF. AK had taken the committee through the new interpretation and presentation of assessment post 'levels', which now used the terminology of 'emerging', 'developing' and 'secure'. Pupil performance data would be produced for each of the six terms. T1 performance data had been presented to the committee but was useful mainly as a benchmark at this stage, with the comparison with entry data having been done. SP and SK had identified the need for further training for themselves. In answer to a question from SK, AK explained that a number of approaches were in operation across DBAT schools. CK asked whether the process had thrown up any surprises. AK replied that, as with any new system, it would evolve but she was confident it was on the right track. JS added that DBAT was shortly to release a grid asking the academies to return their pupil performance targets for certain year groups by 11<sup>th</sup> December. The returns were to go to the MB on 14<sup>th</sup> January. AK agreed to communicate this to the other SLTs.</p> <p>The committee had discussed e-safety and SK was keen to arrange a presentation in school. CK had given her a relevant contact and EB would also forward details of a possible presenter. SK would follow up as appropriate.</p>	<p>CK</p> <p>CK</p> <p>AK</p> <p>EB/SK</p>
8.	<p><b>SIP visit and target setting</b></p> <p>JR reported on the SIP visit with LS, which had also included both AK and SP. LS had agreed with the targets set by the school, which needed to take into account the high percentage of pupils in vulnerable groups. Targets were therefore realistic and individual, based on the pupil profiles.</p> <p>JR was pleased to report that LS had given the school a 'good' rating, which was expected to be reflected in the next Ofsted inspection. JS congratulated the school on its considerable progress and EB expressed thanks to the SLT and staff.</p>	
9.	<p><b>Monitoring and Evaluation Programme and LB Action Plan</b></p> <p>Both documents had been reviewed by the C&amp;S Committee on 6<sup>th</sup> November and the action plan updated to reflect the SIP visit. It was linked to the School Improvement Plan and would be continually updated by both committee chairs. All of the actions were underway with the exception of the establishment of a Strategic Group which necessarily awaited the creation of the new, single LB. The Monitoring and Evaluation programme would be put into Dropbox for all to update, for example following their visits to school.</p>	<p>SP/CK</p> <p>All</p>
10.	<p><b>School Self-Evaluation document (SEF)</b></p> <p>The document had been put together by JR. AK. and SP and had been reviewed by the C&amp;S Committee. The committee felt that it demonstrated exemplary practice and it would be used as a basis for the SEFs at Seagry and Walter Powell. It would be updated three times a year.</p>	<p>JR/AK/SP</p>

11.	<p><b>School Improvement /Development Plan</b></p> <p>JR explained that, as previously agreed, a new document had been produced to reflect the current picture and further developments going forward. The headings followed the Ofsted categories and, like the SEF, it was a dynamic document that would be regularly updated to reflect progress. Although the aim was to push towards ‘outstanding’, this document focussed on ensuring that robust systems and processes were in place to allow that to happen. Once the targets and actions outlined here had been achieved and the school officially rated as ‘good’, the subsequent plan would focus on being ‘outstanding’.</p>	
12	<p><b>Headteacher’s report</b></p> <p>The Head presented her written report. She explained that one pupil had been added to roll since the report had been produced. With two classified as ‘missing from education’, that brought the NOR to 69. JR reported on staff issues, which included both recruitment and training. There were now three MDSAs in post, which was working well and having a positive effect on lunchtime behaviour. All staff had received their appraisals, with individual targets having been met. There were two staff whose recommendations for a pay increase would need to go to the Pay Panel. Spending on pupil premium and sports premium was covered in the SEF and would shortly be updated on the website. The three schools were working even more closely together and taking every opportunity to share good practice.</p>	
13.	<p><b>Headteacher’s performance review</b></p> <p>CK confirmed that the review had been undertaken, with her, SP and LS meeting with the Head. All targets had been met from a CM perspective and a recommendation to the Seagry and Somerfords LB Chair had therefore been made. The latter was tasked with taking this forward. New targets had been agreed for the current year, although the Head had not yet received the final copy. CK would follow this up with the other LB Chair.</p>	CK
14.	<p><b>Safeguarding audit</b></p> <p>JR confirmed that audit had been conducted, with input from SP as safeguarding link member, and the document circulated to the LB. The output had shown the school to be ‘good’ in safeguarding, leaning towards ‘outstanding’ in a number of areas. Just after completion of the audit, Wiltshire Council had released further documentation, so some aspects would be revisited to double-check compliance. JR confirmed that all of the teaching staff had received PREVENT training on issues around radicalisation.</p>	JR/SP
15.	<p><b>Health and safety audit</b></p> <p>CK reported that the audit had been conducted earlier that day by an external body (Wiltshire Council). It had been a positive exercise, with the auditors being impressed by the policy and comprehensive checklist and one or two areas being identified for further development. The LB asked that a letter of thanks be sent to Camilla for her hard work in this respect.</p>	CK
16.	<p><b>Adoption of policies</b></p> <p>The following DBAT policies were adopted by the LB: Exclusions Policy (Level 1- replacing Monitoring Exclusions Policy); Preventing Extremism (Level 1); Critical Incident Plan (Level 2); Critical Incident Strategy (Level 2); and the Health &amp; Safety Policy (Level 2). CK explained that a local Critical Incident Plan was being drawn up to supplement the central DBAT one and would be put to the Resources Committee.</p> <p>Two local policies were also approved: a new Computing Policy and the Anti-Bullying Policy. The latter had been designed in two parts, with the first part being child-friendly to facilitate consultation with the pupils and the second part giving supplementary information to incorporate DBAT principles and templates. A uniform approach was being taken by Seagry and Somerfords’ Local Board.</p>	CK
17.	<p><b>Finance report</b></p> <p>CK reported that the new system had, for the first time, been used to produce the budget report and included comparative data. The brought forward figure was to be confirmed and was being worked on. One or two items had arisen since the forecast to the end of year had been produced and would be included in the next report. Overall, the budget position was healthy.</p>	

<b>18.</b>	<b>Closing prayer</b> Prior to the closing prayer and with this being the last meeting of the LB in its current configuration, JS offered his thanks to members for the excellent progress made which had helped bring the school to its current strong position. EB gave a prayer to bring the meeting to a close.	
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(Blue text denotes particular questioning/challenging by members.)

The Chair closed the meeting at 8.35pm.

Signed.....

Date.....