



Diocese of  
Bristol  
Academies  
Trust

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Jemma Pugh DOB - SSC [98] 12 June 2018

## Joint Local Board Minutes 19/03/2018

▶ SWP ▶ Monday, March 19, 2018 ▶ 7.00pm ▶ Chair: Claire Kennedy ▶ Clerk: Samantha Forrest

**FINAL: The minutes are confirmed and locked.**

Governors Attending: >Claire Kennedy, Rich Jefferson, Andrea Kaye, Elaine Naughton, Nick Jarman, Julia Harle, Evelyn Bone, Heather Lee

Governors Apologies: >Debbie Luter, Shirley Palmer, Jill Rowe

Non Governors Attending: >Liz Townend, Benn Griffin, Jemma Pugh

Non Governors Apologies: >

**Agenda Item 1 ▶ Opening Prayer**

**MINUTE** EB conducted an appropriate opening prayer

**Agenda Item 2 ▶ Welcome and apologies**

**MINUTE** The Chair welcomed Jemma Pugh, the new clerk and Benn Griffin, prospective parent member. There followed introductions from all members present. Liz Townend, link DBAT representative, arrived late to the meeting due to the last minute change in venue. Apologies had been received from EE, JR, DL and SP and sanctioned by JLB.

**Agenda Item 3 ▶ Declaration of interests**

**MINUTE** There were no interests to declare.

**Agenda Item 4 ▶ Minutes of previous meeting**

**MINUTE** The minutes for the JLB meeting held on 22nd January 2018 were agreed as a true and accurate record so could be signed off by the Chair.

**Agenda Item 5 ▶ Matters arising and not covered later in the agenda**

**MINUTE**

**Update on LB vacancies**  
CK advised that the parent member election at SWP has been held and BG will be joining the JLB pending completion of the necessary paperwork. HL will be speaking to a potential co-opted member. EB has found a replacement foundation governor, Rayna MacDonald, who will possibly visit the JLB in July. JH to transfer to ex officio.

**Non-Pecuniary interest**  
CK confirmed that this has now been completed by all LB members.

**Matters arising**  
RJ referred to TTG system update and new visit forms. All visit forms should be sent to Jemma for uploading onto TTG.

**Questions from committee minutes**  
CK acknowledged that the review of the link LB member responsibilities is still to be undertaken.

**Local policies**  
CK confirmed that the pre-school admissions policy is still in progress.

**ACTION**

HL to approach the potential co-opted member  
Clerk to invite Rayna MacDonald to the July meeting and look at necessary paperwork  
Clerk to look at 'super admin' role in relation to visit forms  
CK & Clerk to review link LB member responsibilities

**Agenda Item 6 ▶ Questions arising from committee minutes**

**MINUTE** The minutes from the C & S Committee meeting have been uploaded on to the system. JH confirmed that all data had been looked at and advised that policies would come up later in the agenda. It had been requested by the School Improvement Officer that reference should be made to the two pupils at Seagry who are repeating Year 5 and will not be sitting SATs this year. All agreed this was the right course of action. The minutes from the Resources Committee meeting have been uploaded on to the system. RJ advised that discussions centred around SWOT analysis follow up and advertising with more permanent banners to be erected on certain sites. The committee also discussed in depth the forecasts for the remaining academic year and 18/19. The outcomes from the discussion have been communicated to DBAT. The S & P Committee meeting will take place tomorrow.

On SP's behalf, CK raised the issue of safeguarding and the additional work required to adequately cover all three schools and pre-schools. This will be considered when all the link roles are reviewed by the clerk and CK.

EB confirmed that she had completed her visits and thanked RJ for his help with the system. EB advised that she had visited each school in her capacity as link local board member for English looking at writing in the topics currently being studied ie. RE, Geography and Science. She confirmed that the visit forms had been completed and had been uploaded. EB added that Rev Steve Wilkinson was not aware of JR's retirement and she proposed that a policy be put in place for advising rectors of this sort of information. It is to be decided as to whose responsibility this should be.

Governor of the Month for February was EN. She advised that she had received an email from a Seagry parent expressing concern about the SLT structure from September. EN dealt with the concern. She also received an email from Seagry PC regarding their annual meeting. EN had nothing further to report.

<b>ACTION</b>	All to consider the sharing out of safeguarding work and supporting SP Clerk to upload EB visit forms
<b>DECISION</b>	Members approved the decision taken at Seagry regarding two children repeating year 5
<b>Agenda Item 7</b>	<b>▶ OFSTED reports - SS and SWP</b>
<b>MINUTE</b>	<p>AK confirmed that the Ofsted reports for SWP and Seagry are now in the public domain. Seagry was awarded 'good' status and will continue in the five year Ofsted cycle. The inspector felt that although SWP should also be awarded 'good', there was a need to ensure certain things become sufficiently embedded so it will go back into the cycle under Section 5. AK explained that this will lead to a two day inspection with lines of enquiry which could be similar to the most recent inspection but at a much deeper level with more formal observations. AK advised that the inspection letters were very positive and we should be very pleased with the correct and fair outcomes. Members reported that there had only been general questions relating to the inspection received from parents.</p> <p>JR and AK had already started working with Heads of Schools to address the areas identified as requiring improvement. The SDP had also been updated for these specific items.</p>
<b>Agenda Item 8</b>	<b>▶ Executive Principal's report</b>
<b>MINUTE</b>	<p>AK talked through the Executive Principal's report in JR's absence. AK explained the loss of three families (6 children) at CM since January leaving it at its lowest for a few years. There are another two more pupils due to leave at Easter however we are still receiving regular enquiries from families moving into the area and we have confirmation of new pupils across the year groups due to start in September.</p> <p>Reception intake at Seagry and CM for next year is currently looking good although final numbers will not be available until April.</p> <p>Regarding staffing, AK explained the reason for a TA reducing hours at CM as a result of personal family reasons. A new TA to replace the TA who left before Christmas has been appointed to work across the school and will start after Easter.</p> <p>NJ enquired as to whether there had been much response from staff regarding JR's resignation. AK advised not but that CM staff may not see the impact until it actually happens although this is in hand.</p> <p>AK referred to ongoing staff sickness and the impact on other staff having to provide cover. CK proposed another staff survey to be done in June, indicating that maybe it was morale related. All agreed.</p> <p>AK highlighted the fact that the child in CM with high needs who has been excluded on a number of occasions is now off curriculum with one-to-one support and attends mornings only. There is ongoing support from the team at Wiltshire SEND Service. The JLB confirmed awareness and support of this.</p> <p>AK advised that Duncan Heryett has visited the schools for core meetings with the CM visit being quite thorough and lasting all day. The report is awaited. Seagry and SWP will be a lighter touch due to recent Ofsted inspections.</p> <p>EN asked whether the schools could benefit from working with companies such as the Dyson Foundation. This was deemed a good idea with Dyson expanding and reaching out to schools further afield. EN agreed to carry this forward with Elaine Hancock from SWP.</p>
<b>ACTION</b>	CK to organise staff survey for June 2018 EN to approach Dyson for school visits
<b>Agenda Item 9</b>	<b>▶ School Development Plans</b>
<b>MINUTE</b>	AK advised that the School Development Plans will be available for discussion at the next meeting after RAG rating progress at the end of Term 4.
<b>ACTION</b>	AK to make School Development Plans available in advance of the next meeting
<b>Agenda Item 10</b>	<b>▶ Safeguarding</b>
<b>MINUTE</b>	See comments in Feedback from Committee meetings.
<b>Agenda Item 11</b>	<b>▶ DBAT policies</b>
<b>MINUTE</b>	No new DBAT policies received.
<b>Agenda Item 12</b>	<b>▶ Local policies</b>
<b>MINUTE</b>	<p>Lettings, SRE and Behaviour Policies all approved. Clerk to contact DBAT for clarification of the impact of GDPR on the letting of school premises to third parties.</p> <p>Maths policy referred back to Curriculum and Standards Committee for further work on Maths Reasoning.</p> <p>SEN policy with DBAT for review.</p> <p>It was agreed that the clerk and CK will review policy review schedule to ensure it is complete but also manageable.</p>
<b>DECISION</b>	Lettings, SRE and Behaviour Policies all approved. Clerk and CK to review policy review schedule.
<b>Agenda Item 13</b>	<b>▶ Finance update</b>
<b>MINUTE</b>	<p>RJ summarised their recent meeting confirming that 2017/18 was £8k worse than anticipated with a large cumulative deficit but that a recovery plan is in place. 2018/19 looks balanced or possibly a small surplus. RJ reiterated that AK's position moving forward will be saving considerable money. The structure that will be put in place to support AK in her new role is currently being confirmed.</p> <p>RJ advised that DL is working hard to bring the financial reporting and forecasting of all three schools and three pre-schools into a more manageable format.</p>
<b>ACTION</b>	Review of support structure for AK is ongoing.
<b>Agenda Item 14</b>	<b>▶ Review progress against JLB objectives</b>
	<p>The objectives were all reviewed. It was noted the following actions the LB had taken since the last LB meeting:</p> <p>Objective 1 -improving the wording in the behaviour policy; mindful of christian values when reviewing all other policies; helping at Experience Easter</p>

<b>MINUTE</b>	Objective 2 - spirituality staff meeting prepared by JH and to be attended by JH and HL
	Objective 3 English LB visits; review of Maths policy to ensure more focus on Reasoning
	Objective 4 - attendance at DBAT core visits; Liz attending our LB meeting; CK attending DBAT Finance and Audit Committee; CK attending meeting with JR and JS
	Objective 5 - attendance at Core meeting where data was scrutinised; C&S data review; and AK on trust wide project to review format of DBAT data reporting.

<b>Agenda Item 15</b>	<b>▶ Clerk's update</b>
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<b>MINUTE</b>	<p>JP thanked members in advance for their patience whilst she settles into her new role. She advised that with the Annual Parish Council meetings coming up she had put together a small document for completion by members in respect of meeting details and attendance. As not all members have a DBAT email address set up yet to enable files to be shared on OneDrive she would email the document for individual completion.</p> <p>CK moved on to the next Local Board Update and who will provide what in the way of articles. JH will submit something regarding Easter, RJ will do a 'who's who' on the Local Board as BG will be a member by then, CK will provide a review of the Ofsted reports and JR's retirement, AK will write about how schools decide when to close due to snow and the vision statement. HL suggested that to make the Local Board Updates easier for next year the members could come up with themes and articles for each update at the beginning of the year.</p>
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<b>ACTION</b>	<p>JP to send APC meetings document</p> <p>HL to come up with suggestions for themes for the Local Board Updates next year</p>
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<b>Agenda Item 16</b>	<b>▶ Closing prayer</b>
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<b>MINUTE</b>	EB concluded the meeting with a prayer
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<b>Governor Agreed Actions set during this meeting: 0</b>
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Joint Local Board meeting *dated:* 19/03/2018  
Minutes approved by Claire Kennedy