

MEETING OF THE BOARD OF DIRECTORS

Minutes of the meeting held on 17 July 2018

Directors	Office	Term
Andrew Armour		23/12/2020
Gary Benn		23/12/2020
* <i>David Boatman</i>	<i>Vice Chair</i>	23/12/2020
Melissa Challinor		23/12/2020
* <i>John Luke</i>		23/12/2020
Sarah Mitchell	CEO [Executive Headteacher]	Ex-Officio
Andrew Taylor	Chair	23/12/2020
* <i>indicates absence</i>		

In attendance

Tom Bennett Clerk

Action

24/18 Apologies for absence

Apologies were received and accepted from David Boatman and John Luke. Andrew Taylor had sent notification of his late arrival.

Andrew Armour took the Chair

25/18 Notification of AoB

None.

26/18 Notification of business interests

No Director declared a potential conflict of interest with any items to be discussed at the meeting or that they had received or given any gifts or hospitality that could or be perceived to compromise their impartiality when dealing with matters for the Multi Academy Trust [MAT].

MAIN BUSINESS

27/18 Governance

a) LGB Membership

The meeting received and noted the current membership of each Academy's Local Governing Body [LGB].

Andrew Armour reported he had been a governor on the Debden Primary Academy 's [DPA] LGB for over eight years and he felt it was the right time to stand down to allow another parent to become a governor.

It was important for a member of the DPA LGB to be on the MAT's Board of Directors to provide a communication link between the Board and LGB and, with the EHT, ensure the DPA LGB remained aligned with the MAT.

Andrew had discussed his decision to step down with Andrew Taylor and it had been agreed to find a replacement DPA LGB governor for the Board. It was **agreed** to ask the Rev. John Saxon if he would be interested in filling the vacancy on the Board.

With Andrew Armour standing down as a LGB governor, the DPA LGB would need to

EHT

review whether it had the necessary finance skills to meet its needs and to recruit a person as necessary to fill the vacancy.

The meeting noted the Rev Alex Jeewan will be officially appointed as the new Vicar for the Cam Valley parishes on the 25 July 2018 and will fill the vacancy on the GPCA LGB. Alex has been a primary school teacher for 17 years before he was ordained.

It was **agreed** to appoint the following LGB members for each academy:

DPA

Name	Type	Office	Term
Jo Granfield	Parent		01/01/2021
Vacancy	Parent		
Sarah Bellchambers	General Member		27/03/2022
Damian Carlier	General Member		01/01/2021
Sarah Mitchell	General Member	Executive HT	Ex officio
Lin Stephenson	General Member		01/01/2021
Liam Tobin	General Member		27/03/2022
Louise Gurney	Staff	HT	Ex officio
Jo Fradd	Staff		01/01/2021
Rev. John Saxon	Foundation	Incumbent	Ex officio

GCPA

Membership		Office	Term
Jennifer Fullerty	Foundation		21/02/2021
Rev. Alex Jeewan	Foundation	Incumbent	Ex-Officio
Bob Rust	Foundation		21/02/2021
Gary Benn	General Member		21/02/2021
Fiona Keys	General Member		21/02/2021
Jan Menell	General Member		21/02/2021
Sarah Mitchell	General Member	Headteacher	Ex-Officio
Andrew Taylor	General Member		21/02/2021
Adele Peters	Parent		21/02/2021
Nicholas Rowe	Parent		21/02/2021
Amy Sargeant	Staff		21/02/2021
Natalie Starbuck	Staff		21/02/2021

b) LGB Chairs

The meeting noted Lin Stevenson was willing to be re-appointed as the Chair of the DPA LGB and it was **agreed** to appoint Lin as the Chair for a further year.

It was reported Andrew Taylor had advised the GPCA LGB that he would be standing down as its Chair but would remain on the LGB as a governor. No governor on the GPCA LGB had expressed an interest in being the Chair.

It was **agreed** to wait until the GPCA LGB had held its first meeting in in September when a recommendation may be made. In the absence of a recommendation the Chair will “rotate” with a different governor chairing each meeting.

28/18 Executive Head Teacher [EHT]

The EHT provided an overview of her termly report on the operation and performance of the MAT and the following points were discussed:

Admissions and roll

The pupil numbers and roll at DPA were falling. The EHT was working the DPA HT on addressing the reasons for children leaving and low number joining the school. They had met the Essex CC Schools Admissions and discussed raising the academy’s Published

Admission Number (PAN) to help grow the school's roll from the bottom, i.e. at Reception. The current PAN had been set at 23 to accommodate a total of 160 pupils in Reception and Years 1 to 6. It was being proposed that if the opportunity arose with direction from County to increase the PAN to 30 pupils for each year intake.

It was important that each mixed year class at DPA was at or near to its full capacity of 30 pupils to ensure each class was financially viable and covered the costs of a teacher and teaching assistant. This may mean that Early Years may not be able to remain as a stand - alone with less than 10 pupils.

There was a high turnover of pupils at DPA that was partly due to families at Carver Barracks moving away, however the majority were the children of non-service families moving to other schools. There appeared to be a whole school issue on attracting new and retaining existing pupils that the LGB had recognised and was currently investigating with the EHT.

Achievement, pupil progress and standards

The 2018 data on pupil achievement and progress results have yet to be validated (based on both teachers' assessments and external assessments), there had been little changes to teacher's assessments when the data has been validated.

The results of Early Years for GCPA was good exceeding the previous years' National Average scores of 71% with 83%. DPA were lower this year with 71% and this will need to be reviewed against National outcomes and set targets.

For the Year 1 Phonics assessment both schools exceeded the previous years' National Average score.

The number of children in Reception at DPA was a small class [14] that was a potential good selling point to prospective parents.

It was important for DPA to clearly demonstrate the interventions implemented in the year and the progress made as well as interventions planned for the future as Ofsted would focus on these at its next inspection.

The results at DPA for KS1 had dropped below the previous year's National Averages and were a concern. The EHT has asked for more detailed analysis on the Year 2 results together with the reasons for fall in results and details of what interventions the Academy planned to put in place to improve the results. Working at greater depth was much better.

Two members of staff from GCPA will help the DPA HT with a full review and analysis of the papers and DPA results.

The DPA governors have agreed to focus more on monitoring pupil achievement data for all year groups comparing data with previous years' results, monitoring teaching and learning and the implementation of agreed plans.

A 'good' teacher has been appointed at DPA to teach Year 3/4 class in the next academic year. The teacher will also complete the SENCo qualification and be the SENCo for DPA.

The overall KS2 results for DPA were better than 2017 though the Academy needed to focus on improving the results for Maths and Spelling, Punctuation and Grammar [SPAG] in Year 6 as they were lower than the National Average scores. It was planned to carry out a whole school review on the provision of SPAG in the new Academic Year.

The improvement in Year 6 results provided a positive message to those parents with children moving on to secondary schools.

The EHT reported no problems had been identified with the progress measures for Year 6 data and meeting floor standards however it was important to show that schools

continue to show improved results and are not classified as a “coasting schools”.

Results at KS2 for GCPA had remained excellent with the new member of staff (NQT) and the greater depth results were most impressive. All results were greater than the national data.

The EHT reported GCPA had been awarded a gold quality mark for SMSC (Social, Moral, Social and Cultural) ethos at the school and referred the Directors to the SMSC report attached to the her report.

29/18 Policies

a) Whistle Blowing Policy

The meeting considered a draft policy on “Whistle Blowing” and considered to whom staff, HT’s, governors and Directors should report concerns and issues under the policy.

It was **agreed** to appoint David Boatman as the Director responsible for “Whistle Blowing” and that the EHT would amend the policy to reflect the different reporting lines and email to the Directors after the meeting.

b) Gifts and Hospitality Policy

The meeting considered a draft policy on Gifts and Hospitality. The policy had been updated to include a new ESFA stipulation that Academies should not spend public school funding on providing staff and others alcoholic gifts.

The meeting noted staff were required to record the receipt of gifts from parents or any other individual or body that exceeded £25 per pupil in the Staff Gifts and Hospitality Register.

The meeting approved the policy.

30/18 Safeguarding

The meeting considered and noted annual safeguarding reports for each Academy, circulated prior to the meeting.

Andrew Taylor asked what plans had been put in place to prevent similar GDPR breaches.

The EHT reported the two GDPR breaches related to emailing documents externally to the wrong recipients and a 10 minute delay is to be put in place when sending emails to allow time to rectify mistakes before they are made.

31/18 SEND

The meeting considered and noted annual SEND report for each Academy, circulated prior to the meeting.

32/18 Strategy/ Future Plans

The key priorities for the 2018-19 Improvement Plans for the MAT and each academy will be:

MAT

- Monitoring, structure, further development

DPA

- Leadership and Management
- Teaching and learning
- Assessment
- English
- Learning behaviours
- Providing a balanced and inclusive curriculum

DB/EHT

GCPA

- Assessment - reviewing and updating school processes
- Computing - digital literacy
- School Environment – including, outdoor learning, library
- Health, well-being and citizenship

Full details for each priority with detailed actions, dates and outcomes will be available for the Board meeting in September.

33/18 Finance

a) Finance Reports

The meeting received and noted the management accounts for each Academy showing the actual income and expenditure totals to date and the forecast for the year end.

It was noted the total forecast costs for staff at DPA were higher than budget due partly to an error in the Academy's budget for the year and the need to employ additional LSA support for more than budgeted pupils with special education needs. More support on recruiting was being provided to the DPA management team to ensure the provision of teaching support met the needs of Academy, particularly pupils with SEND.

b) 2018-19 Budget

The meeting received and noted the draft 2018-19 Budget for each Academy. The draft budgets had been reviewed and were being recommended for approval by the LGB of each Academy.

The meeting noted each budget showed a small surplus and considered whether they should be increased to allow a contingency for unplanned expenditure. Under the current draft budgets, any unplanned expenditure would need to be met from each Academy's unrestricted reserves.

The 2018-19 Budget for DPA included £10,000 for maintenance including funding to redecorate the school and make it more attractive for prospective parents. It was **agreed** that the DPA LGB should defer this expenditure until Spring and following a review of its financial position and confirmation that it was forecast to be within budget for the year.

The meeting **approved** the 2018-19 Budgets for each Academy.

c) Expenditure request that exceed the EHT's approval limit

None.

d) New Financial Accounting and Reporting system

The meeting received and **approved** a proposal to purchase a new financial accounting and reporting system that cost less than the current system and provided better reports.

ROUTINE BUSINESS

34/18 Minutes of the previous meetings

To the minutes of the previous meetings held on 22nd May 2018 were approved as an accurate and true record of the meeting subject to the following amendment:

Minute 18/18 Safeguarding

".....the MAT needed to appoint a new Director Responsible for Safeguarding and **agreed** to carry it forward to a future meeting John Luke would take on the role."

35/18 Matters arising

Staffing - See confidential minute.

All other matters arising from the previous minutes were completed or covered on the agenda.

36/18 Minutes/reports of committees

a) **GCPA LGB**

The meeting received and noted the minutes of the meeting of the Great Chesterford [CoE] Primary Academy Local Governing Body held on 25 June 2018

b) **DPA LGB**

The meeting received and noted the unconfirmed minutes of the last meeting of the Debden [CoE] Primary Academy Local Governing Body held on 12 July 2018

37/18 Any other business

None

38/18 Date/time of future meetings

- *Wednesday 5th September 2018 at 19:45 hrs*

Signed by Andrew Taylor [Chair] on 5th September 2018