



**PART ONE MINUTES  
OF THE LOCAL ADVISORY BOARD MEETING**

<b>Date</b>	<b>Tuesday 2<sup>nd</sup> October 2018 at 5pm</b>
<b>Venue:</b>	<b>Meeting room</b>

<b>Present</b>	Helen Sweeney Jayne Bunn David Booth (Chair) Kim French Angie Robinson Hazel Harris Sam Davies	Headteacher Co-Opted Governor Parent Governor Staff Governor Parent Governor Parent Governor Staff Governor
<b>Apologies</b>	Michele Noble	Co-Opted Governor
<b>Absent</b>		
<b>In Attendance</b>	Debbie Tomkinson	Clerk

The meeting met its quorum

<b>AGENDA ITEM 1</b>	<b>INTRODUCTIONS &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>DB welcomed all to the meeting including HH and AR who, it was proposed, should be appointed as parent governors. It was unanimously agreed that both AR and HH should be appointed parent governors.</li> <li>SD was also welcomed to her first meeting as the new staff governor.</li> </ul>
	<ul style="list-style-type: none"> <li><b>RESOLVED: That AR and HH be appointed as parent governors for a four-year term of office. All agreed.</b></li> </ul>

<b>AGENDA ITEM 2</b>	<b>APPOINTMENT OF CHAIR &amp; VICE CHAIR FOR 2018-19</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Nominations were received for DB to be appointed as Chair and this was unanimously agreed by all.</li> <li>Governors were of the view that a Vice Chair was not required at this stage but could be reviewed in the longer term.</li> </ul>
<b>RESOLVED</b>	<ul style="list-style-type: none"> <li><b>That DB be appointed as Chair for a period of 12 months. All agreed.</b></li> </ul>

<b>AGENDA ITEM 3</b>	<b>ANNUAL DECLARATIONS</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Governors present had been provided with, and signed, the Annual Declarations of Interest, Code of Conduct and Confirmation of Eligibility.</li> <li>It is a requirement that governors' details are included on the GIAS website and clerk to check with the Trust regarding the arrangements for this.</li> <li>It was confirmed that governors have relevant DBS checks.</li> </ul>
<b>ACTION</b>	<ul style="list-style-type: none"> <li><b>MN to sign the Annual Declarations of Interest, Code of Conduct and Confirmation of Eligibility.</b></li> <li><b>Clerk to check re GIAS requirements</b></li> </ul>

<b>AGENDA ITEM 4</b>	<b>GOVERNING BODY MEMBERSHIP</b>
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	<ul style="list-style-type: none"> <li>• It was noted that JB's term of office had expired. JB expressed her willingness to complete another term of office and it was unanimously agreed that she be appointed as a governor for a four-year term of office from the point at which her previous term had expired.</li> <li>• DB provided governors with an update on the Trust Vision and Values day which clarified the structure of the LAB.</li> <li>• The schools and the pupils are at the top of the structure which indicates that everything that the Trust does is for the benefit of the children.</li> <li>• The Trust has a number of schools <i>and the role of the LAB is to make sure the interests of the school are presented.</i></li> <li>• Accountability sits mostly at Directors' level and the LAB advises on a local school level. The LAB is responsible for holding the head teacher to account, looking after the interests of the school and keeping the children safe.</li> <li>• DB was of the view this was a positive move and as the Trust grows, the measures that are being in put in place will make transition for new schools to the MAT, easier.</li> <li>• There was a discussion about the roles of categories of governor – parent, community and staff governor and this ensures that all voices are heard equally.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>RESOLVED: That JB be re-appointed as co-opted governor. All agreed.</b></li> </ul>

<b>AGENDA ITEM 5</b>	<b>AGREE GOVERNOR &amp; LEAD GOVERNOR ROLES 2018-19</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• The following lead governor roles were agreed: <ul style="list-style-type: none"> <li>- Safeguarding governor - JB</li> <li>- Finance - DB</li> <li>- Health and Safety governor- HH. The H&amp;S governor will liaise with HS or the site manager and will complete one visit per term and then report back to governors.</li> <li>- Teaching and Learning Governor – MN</li> <li>- PP/LAC – AR</li> </ul> </li> <li>• Going forward, the Trust is compiling KPIs and the school will be required to RAG rate against different statements.</li> </ul>

<b>AGENDA ITEM 6</b>	<b>SCHEME OF DELEGATION 2018-19 &amp; TERMS OF REFERENCE</b>
<b>ACTION</b>	<ul style="list-style-type: none"> <li>• <b>Clerk to send the current SoD to governors.</b></li> </ul>

<b>AGENDA ITEM 7</b>	<b>PART ONE MINUTES OF THE LAST MEETING (2018)</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• The minutes of the previous meeting had been circulated prior to the meeting. It was agreed that they were an accurate reflection of the discussions. All agreed.</li> </ul>

<b>AGENDA ITEM 8</b>	<b>MATTERS ARISING</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• <b>ITEM 6</b> HS to provide an update from the SIP visit at the next meeting. JY Head at Leighton Academy had visited the school for her initial monitoring visit. As this was her first visit, the focus was on getting to know the school. There were no significant issues and JY provided some very positive feedback. JY will complete a further visit on 11<sup>th</sup> October which will be a more focussed meeting and there will be some actions to talk about as a result. HS to circulate the SIP report prior to the meeting. <b>COMPLETE</b></li> <li>• <b>ITEM 11</b> To include an agenda item for discussion on Ofsted descriptor for leadership and</li> </ul>



	management <b>COMPLETE</b>
<b>ACTION</b>	<ul style="list-style-type: none"> <li>• <b>HS to circulate the SIP report prior to the next LAB meeting</b></li> </ul>

<b>AGENDA ITEM 9</b>	<b>FINANCE</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• DB provided a brief update. The budget will be discussed at the next meeting and governors will be able to look at the end of year position for last year's budget.</li> <li>• LL had offered to come in and talk about the budget. This was welcomed by LAB Members and the clerk will invite LL to the next meeting.</li> <li>• There was a discussion about the three-year plan. Based on this plan there will be a small deficit next year and a bigger one in the following year. The current reserves would cover any deficit.</li> <li>• The three-year plan does not assume any growth in the Trust and is the most pessimistic position.</li> <li>• There was some concern about using reserves to balance the budget.</li> <li>• <b>Q: Will there be a more realistic budget plan provided?</b></li> <li>• <b>A: Schools work from the one-year budget and the in-year spend is monitored. The Trust have the financial accountability for the bigger picture.</b></li> <li>• <b>Q: What happens if the reserves are used?</b></li> <li>• <b>A: It would be necessary to look at other areas where savings could be made.</b></li> <li>• It was suggested that such measures would have an effect on performance and this is why schools have been saying that the funding formula is not workable.</li> <li>• The before and after school club has generated income for the school. The school will also be looking at other funding opportunities such as CiF bids.</li> <li>• As the Trust grows, there will be better economies of scale. The top-slice that the school pays to the Trust has already decreased but the services provided by the Trust have increased.</li> <li>• The budget included a pay increase of 2% across the board and the government will offset some of the increase with a grant.</li> <li>• The increase in teacher pensions is also expected to be offset.</li> </ul>

<b>AGENDA ITEM 10</b>	<b>SCHOOL DATA 2018</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• HS circulated her head teacher's report.</li> <li>• There are 320 children currently on roll. This is the highest it has ever been.</li> <li>• The intake of 45 children has reached Y6 for the first year. The overall PAN is 315 and there are some extra children in KS2.</li> <li>• There was an update on the number of children with SEND. There are five children with an EHCP. HS provided governors with information about the EHC plan and the funding that is received to provide appropriate support for the children.</li> <li>• There are some children who do not have an EHCP but have some additional needs, the school will put support in place for these children and then discussions can take place about whether they need an EHC plan. The school would fund this initial support.</li> <li>• Support has to be provided before funding will be given. If the support plan is working, then an application for funding can be made.</li> <li>• The number of children with SEND seems to be increasing. To help, the Acorns Room has been developed to give the children space away from the classroom.</li> <li>• The attendance is 94.9% and the aim is for at least 97% attendance. The government figure is 95% and the school has never fallen below that but absence at the beginning of the year can have a disproportionate effect on the data.</li> <li>• Two TAs have been recruited to provide support for two children in Reception. This is in addition to the staffing budget that had previously been set.</li> <li>• These children have EHCPs and receive funding for four hours one-to-one support but the school has to pay the first £6k. This will show as an overspend in the staffing</li> </ul>

	<p>budget.</p> <ul style="list-style-type: none"> <li>• The Business Administration Apprentice has left and there is one temporary member of staff working in the office. A permanent member of staff will be taking over after half-term. There is a vacancy as Wheelock's clerical offer was offered work at a Trust level.</li> <li>• A second manager has been appointed in the Hive. Lilliput nursery are no longer offering before and after school care and there has been an increase in applications for Hive places. The managers will be split over KS1 and KS2 so there will be a manager over each of the key stages. This will enable wrap-around care to be improved for the children in the Early Years as their learning journeys will be able to be completed and additional observations taken.</li> <li>• The school has a three-year building work project and as part of this, the children in KS1 now have direct access to the outdoor provision.</li> <li>• There is a review on the impact to KF's classroom as there is a lot of traffic through her room. One solution would be to build a corridor through to the outdoor provision but this would mean a loss of classroom space.</li> <li>• KF stated that the volume of children was not causing a problem but the children can sometimes forget to close the door and it can get a little noisy.</li> <li>• LL has recommended that HS obtain quotes for a corridor in any event.</li> <li>• Future plans include upgrading the outdoor provision, replacing the ceiling in Reception and some carpeting.</li> <li>• The old Woodpackers classroom has been redeveloped as a Treetops room called Acorns. It is nurture provision for children with SEND and all children can access it through Treetops.</li> <li>• The room is also used by the Hive and the children love the provision.</li> <li>• HS will provide governors with details on the official data when she will be able to provide the ASP data for discussion. She confirmed that the data was acceptable and was not cause for concern.</li> <li>• DB advised that he had attended ASP training.</li> </ul>
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<b>AGENDA ITEM 11</b>	<b>SIP VISIT UPDATE</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• This was included under Agenda Item 8.</li> </ul>

<b>AGENDA ITEM 12</b>	<b>OFSTED DESCRIPTOR FOR LEADERSHIP AND MANAGEMENT</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Governors had previously discussed the effectiveness of the LAB against Ofsted expectations and how the LAB would rate itself.</li> <li>• HS had previously expressed concerns that the LAB would not feel confident in answering Ofsted's questions.</li> <li>• <b>Q: Are inspections evidence-based and would governors be expected to have a file of information?</b></li> <li>• <b>A: No, because the evidence could be in a lot of places, but governors would be expected to know the school and to be able to talk about it.</b></li> <li>• It was noted that it was difficult as the descriptor did not differentiate between Trust governance and LAB governance and that members of the LAB should not be expected to know about areas that do not fall within their area of responsibility. Guidance from the Trust is important in identifying areas of LAB responsibility and DB to raise this matter at the Chairs Forum.</li> <li>• It is important that the LAB understands that the information that is given to them by HS is accurate. This can be achieved by governors coming into school more often so that staff and children are aware who the governors are.</li> <li>• Governors need to ensure that monitoring visits take place to verify the information</li> </ul>



	<p>that is provided at meetings.</p> <ul style="list-style-type: none"> <li>• HS advised that the SEF needs to be completed before half-term and this will be shared with governors for further discussion.</li> <li>• There was a discussion about when the next Ofsted visit might take place, and this is unclear because of the conversion to Academy status.</li> <li>• A mini safeguarding inspection took place in 2016 and this upheld the previous judgment but that took place just before conversion.</li> <li>• If the school does not receive a cyclical inspection, Ofsted will complete a risk assessment and there would only be an inspection if there was a trigger eg poor data. HS confirmed that the current data would not be a trigger for an inspection.</li> <li>• There was a discussion about new governors' induction training and all governors were invited to the Inset day on 5<sup>th</sup> November when all of the Trust schools get together.</li> </ul>
<b>ACTION</b>	<ul style="list-style-type: none"> <li>• <b>DB to discuss the role of the LAB at the Chair's Forum</b></li> </ul>

<b>AGENDA ITEM 13</b>	<b>ANY OTHER BUSINESS &amp; ITEMS FOR NEXT MEETING</b>
	<ul style="list-style-type: none"> <li>• There were no additional items for discussion.</li> </ul>

<b>AGENDA ITEM 14</b>	<b>DATE OF NEXT MEETING/S</b>
<b>Discussion:</b>	Tuesday 4 <sup>th</sup> December 2018 at 5pm

<b>AGENDA ITEM 15</b>	<b>CONFIDENTIAL MATTERS</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• There were no confidential matters for discussion</li> </ul>

**There were no further items for discussion**