**The Partnership of Springfield School and The Meadows School**

**Minutes of the Meeting of the Local Academy Board held in the School**

**on Thursday 7th November 2019 at 5.30 p.m.**

**Present:** Mr M Sproat (Chair), Mr C Best (Executive Headteacher), Mr D Hilyer, Mr D Davies, Mr S Wright, Mrs R Buckley, Mrs D Willshaw, Miss A Chappell and Mrs A Whitfield

**In attendance:** Mrs E Ford (Clerk to the Governors)

 Mrs D Finney (Head of School, Springfield) (Associate Governor)

 Mrs J Wright (Head of School, The Meadows) (Associate Governor),

**1 Apologies**

 **Resolved –**

* That apologies for absence be received and accepted from Mr C Pearce and Mrs S Green.

**2 Election of Chair**

Prior to the election of the Chair, the Academy Board must determine the date on which the term of office will end.

The Academy Board confirmed that the term of office will last for one year.

There were nominations for Mr M Sproat.

 **Resolved –**

* Mr M Sproatwas elected as Chair.

**3 Election of Vice Chair**

Prior to the election of the Vice Chair, the Academy Board must determine the date on which the term of office will end.

The Academy Board confirmed that the term of office will last for one year.

There were nominations for Mr S Wright.

 **Resolved -**

* Mr S Wright was elected as Vice Chair.

**4 Governing Board Matters**

**a)** **Membership**

Academy Board membership changes since the last full meeting of the Academy Board were noted as follows:

Mrs J Jenkins, Mr J Harvey and Miss M Rothwell had resigned from the Board on 31st October 2019.

Miss A Chappell was elected as the new staff Governor from 1st November 2019.

The Chair introduced Mrs R Buckley and Mrs D Willshaw and proposed that they be Co-opted to the Board. All Governors agreed.

In accordance with the changes to the Board, membership of Committees will be as follows:

Teaching and Learning Committee: Mrs A Whitfield (Chair), Miss A Chappell, Mr C Pearce and Mrs D Wilshaw. Members from the Senior Leadership Team (SLT) at both schools will attend in rotation.

Well-being Committee: Mr D Davies (Chair), Mrs D Willshaw, Mrs R Buckley and Mr S Wright.

Leadership and Management Committee: Mr M Sproat (Chair), Mr D Hilyer, Mr D Davies, Mr S Wright, Mr C Best, Mrs J Wright and Mrs D Finney. Support will be provided by Mrs L Smith and as Designated Safeguarding Lead (DSL) Miss Rubanski will also attend.

 **Resolved -**

* That Mrs J Jenkins, Mr J Harvey and Miss M Rothwell had resigned from the Board on 31st October 2019.
* That Miss A Chappell is the new staff Governor as from 1st November 2019.
* That Mrs R Buckley and Mrs D Willshaw be appointed as Co-opted Governors from 7th November 2019.
* That changes to Committee membership be approved.

**b)** **Confidentiality**

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

**c)** **Register of Business Interests**

Governors were reminded of the requirement to update the register of business interests on an annual basis and are aware that this must be kept in school and should be included on the school website.

 **Resolved –**

* That the register of business interests has been updated.
* That Miss Chappell, Mrs Willshaw, and Mrs Buckley complete the Register of Business Interests.

**d)** **Declaration of Interest Business and Pecuniary**

No declarations of interest were made by Governors in respect of any items appearing on the agenda.

**e)** **Persons of Significant Control**

This was not applicable to the Board.

**f) Code of Conduct**

 The Academy Board is advised to:

* Have a code of conduct in place.
* Confirm that all serving governors agree to and understand the code.
* Agree arrangements for ensuring that all prospective Governors are made aware of the code.
* Include within the code of conduct reference to information about Governors being available on the school website.

 **Resolved –**

* That all Governors agree to follow the Code of Conduct.
* That all Governors signed the Code of Conduct at the meeting.
* That new Governors will in future receive a copy of the code at the time of their appointment.
* That Mr Pearce and Mrs Green sign the Code of Conduct.

**5 Minutes of the Previous Meeting**

 **Resolved –**

* That the Minutes of the Local Academy Board meeting held on Thursday 13th June 2019 be approved.
* That the Minutes Agenda and all reports and other papers considered at the meeting be made available for inspection.

**6 Matters Arising from the Previous Meeting**

The Matters Arising from the Action Sheet that had not been completed were discussed as follows:

Action Number 2 – Mrs Smith has compiled a list of Governor Induction training dates that new Governors can attend.

 Action Number 3 – The School Fund is reported to the Trust’s Directors.

Action Number 4 – Springfield’s Moderation Report was shared with the Teaching and Learning Committee.

 Action Number 5 – No Learning Walks have taken place.

 **Resolved -**

* That Mrs Buckley, Mrs Willshaw and Miss Chappell attend Governor Induction training.

**7** **Review of Committee Structure / Scheme of Delegation**

 See Item 4a

1. **Nominated Governors/Link Governors**

Governors were asked to review their nominated Governor appointments/allocations, agree terms of reference and reporting arrangements.

Governors were also informed that they must have a Child Protection Governor, Looked After Children Governor and Prevent Governor. It is advisable to have a Special Educational Needs (SEND) Governor, Pupil Premium and Sports Premium Governor as well as someone to deal with Governor Training and Development.

It was also further noted that Governors may wish to appoint nominated Governors to cover areas of the curriculum, be attached to a year group or key stage or as a link to the School Council.

 **Resolved -**

* That Nominated/Link Governor positions remain unchanged.

**8 Reports**

**a)** **Chair's and Vice-Chair's actions**

The Chair reported that they had undertaken the following actions on behalf of the Academy Board since the last Local Academy Board meeting:

Authorised the advert for two Teaching Assistant positions at The Meadows as the previous employees had left the school. The Chair also attended the interviews. The positions had been offered to two people, one of whom had accepted. The second person would give their decision after visiting the school week commencing 11th November 2019.

Approved the staff pay rises which had been backdated to 1st April 2019.

Attended the Executive Headteacher’s (EHT) Performance Management with Mr R Redgate, CEO of the Trust. It was recommended that the EHT was awarded a pay increment.

**Resolved –**

* That the Executive Headteacher’s pay increment be approved.

**b)** **Committees**

See Item 9

**c) Nominated/Link Governors**

 There were no Nominated/Link Governor Reports.

**9 Executive Headteacher's Report**

 The Executive Headteacher’s Report had been circulated with the agenda papers and

 covered:

 *School Characteristics*

The EHT noted that pupil numbers at both schools now exceeded their Planned Places. Springfield have been over their Planned Places for several years, consistently having more than 60 children. From April 2020 Springfield’s Planned Places will be increased to 60 which guarantees the amount of funding the school will receive for the following academic year.

The Planned Places at The Meadows will remain at 115 as this is the first year that number has been exceeded.

 *Executive Summary*

The Meadows underwent an Ofsted Inspection on 24th – 25th September 2019 and Springfield on 25th – 26th September 2019. Both schools were rated as Good, but it was thought that standards had fallen at Springfield so they will have a further Section 5 Inspection within the next two years. The EHT stressed the importance of the need to work on the recommendations made by Ofsted at Springfield, hence they will be included in the Performance Management targets for the Senior Leaders and will also form part of the school’s School Development Plan (SDP). The draft SDP’s for both schools had been circulated in advance of the meeting.

The EHT noted that of the seven recommendations made for improvement at Springfield, six related to the teaching of phonics and reading. Many of the changes recommended are now in place.

During the Inspections the Leadership Structure of both schools had been examined, following which changes to the SLT’s will be made. There will be a SLT in each school focusing on teaching and learning, and an Executive Leadership Team working across both schools that will focus on the other areas of leadership and management. The changes include two new Senior Leaders being appointed at Springfield, one for the Upper School and one for the Lower School.

Concerns about safeguarding had been raised by Ofsted at The Meadows. This was because the school share the site with Leek High School and so certain doors and gates are left open The EHT explained that during the Inspection refuse collectors were on the site and could not provide the Inspectors with the relevant documentation. The School did provide the Inspectors with the relevant Risk Assessments and Mrs Smith has now ensured refuse is collected when the school is closed. However, site security will be the focus of Ofsted’s next visit.

 **Q Were any safeguarding concerns raised at the previous Ofsted Inspection?**

 **A** No, and it was not mentioned when Leek High School were Inspected.

 **Q So has it been raised because the Ofsted Inspection Framework has**

 **changed?**

 **A** No

The Chair explained to Governors that Mr Hilyer, Mr Davies and himself met with the Inspectors to discuss this issue.

At this point Mrs Finney wished it to be noted that staff at both schools were grateful to Governors for their support during the Inspections.

Governors noted that both schools had been judged as Good and that the concerns raised by Ofsted where already seen as areas for improvement by school staff.

 *MAT Update*

Referring to his report, the EHT said that under its new terms of reference, the Headteacher Advisory Board will have a greater focus on school improvement.

The role of the School Improvement Partner will change. Previously they have focussed on common themes across all schools, but as they now have less in common, their focus will be risk assessment. Therefore, they are currently providing support to Springfield.

The Chair noted that the Chairs from each LAB met with the Trust’s Director and all found it to be very useful.

**Leadership and Management Committee**

The minutes of the meeting which took place on Monday 21st October 2019 at 5.30pm were contained within the EHT Report and had been circulated with the agenda papers.

It was noted that the financial reports 2018-2019 for both schools were tabled. Springfield has a surplus of around £77,000 whilst The Meadows has a deficit of £27,000 but has monies in reserves.

An update was given on the cost of the flood. The insurance company have agreed to finance all the cost except for £4,000. However, this is being challenged by Mrs Smith.

The 2018-2019 budgets were approved and will now be forwarded to the Trust’s Directors.

Mr Sproat said that he had now received a copy of the IT plan for both schools which was very good.

Mr Sproat noted the absences for Teaching Assistants (TAs) at Springfield was relatively high, and stated he remained concerned about this until it was fully resolved.

The performance management of staff was highlighted from the Committee minutes as was Mrs Smith’s move to the role of Federation Business Manager, and the new role of Site Supervisor.

Mr Sproat referred to the minutes and noted the establishment of a Health & Safety/Safeguarding Task & Finish Group. This was due to the concerns raised by Ofsted at The Meadows. The Terms of Reference for this group were distributed and all Governors agreed with their contents. The Chair will draw up a working paper on the working methods for this group.

It was noted that the draft SDP was shared with the group.

**Q Is the SDP still a draft?**

**A** Yes. The SLT are refining their actions within the document. It will then be distributed to teaching staff. The format will be the same throughout the Trust, so the SDP will be finalised in January 2020. However, the EHT said the SLT do know what areas they need to be focusing on.

**Resolved –**

* That the terms of reference for the Health & Safety/Safeguarding Task & Finish Group be approved.
* That the Chair draw up a working paper on the working methods for the Task & Finish Group.

**Teaching & Learning Committee**

The minutes of the meeting which took place on Thursday 10th October 2019 were attached to the EHT Report and had been circulated with the agenda papers.

It was noted that Ms Latos and Ms Summers spoke at the meeting about the Early Years and KS1 data and the Early Years Foundation Stage moderation. In addition, Miss Chappell gave an update on the English project and Ms Ball on the Maths project.

Governors who had attended the Committee commented that it had been a positive meeting and more members of staff would present on their specialisms at future meetings.

**Well-being Committee**

The minutes of the meeting which took place on Wednesday 16th October 2019 were attached to the EHT Report and had been circulated with the agenda papers.

It was noted that the enrichment activities offered to students had been highlighted at the meeting. Governors did not feel this had been recognised by the Ofsted Inspectors.

The long service of a member of The Meadows staff was referred to. Governors agreed that long service should be recognised and that the EHT and Mr Sproat meet to discuss the way this should happen.

Staff referred to the minutes and the discussion around Governors attending the Summer Parents Evening. Staff said this was appreciated and the Chair suggested it be a regular occurrence as it enables Governors to receive feedback from parents. It was suggested that it was good to have a theme to speak to parents about, for example, in the Summer they asked about communication from the schools.

 **Resolved –**

* That the schools recognise the long service of staff members.
* That the EHT and Chair discus how long service be recognised.
* That the reports be received with thanks.
* That Governors attend future Parent’s Evenings.

**10 INSET Days and School Closures 2019 – 2021**

The Governing Board should note the school term and holiday dates set by the Local Authority for 2019 – 2021 and consult with the headteacher about when INSET days are to be taken.

 **Resolved –**

* That the Inset days align with those of the Leek Education partnership (LEP).

**11 Safeguarding Updates**

Governors were referred to Section 6.7 of the Governance Handbook and

Section 8 of the Entrust Governor Information Pack (GIP) page 38.

 **a)** New Safeguarding Partnerships

 **b)** New Keeping Children Safe in Education (KCSIE)

Governors were advised that they need to read the September 2019 version of this document and sign to say they have read and understood it.

 **c)** New Teaching Online Safety

 **d)** Ofsted and Safeguarding

 **Resolved -**

* That Governors read KCSIE 2019 and sign to say they have done so.
* That the information in the GIP be noted.

**12 Strategic Leadership**

Governors were referred to Page 8 of the GIP.

i) Being Strategic

ii) Parental Engagement

 **Resolved -**

* That the information in the GIP be noted.

**13 Accountability**

 Governors were referred to Section 3 of the Governance Handbook and Section 5 of

 the GIP.

**(i) Data**

1. Analyse School Performance (ASP)

It was decided this was not applicable to the schools.

1. Inspection Data Summary Report (IDSR)

It was decided this was not applicable to the schools.

1. Education Skills Funding Agency (ESFA)

**ii) Finance Accountability (3.5)**

1. Approved School Budget / Financial Scheme of Delegation
2. Charging and Remissions
3. Carry Forward/Outturns
4. Benchmarking
5. DfE - Academies Financial Handbook – June 2019
6. DfE - Financial Transparency Consultation closes 30th September 2019
7. Pupil Premium Funding

 **Resolved** –

* That the information in the GIP be noted.

**14** **People**

Governors were referred to Section 4 of the Governance Handbook and Section

6 of the GIP.

1. Building an Effective Team (4.1)
2. Training and Development (4.2)

 **Resolved –**

* That the information in the GIP be noted.

**15 Structures**

Governors were referred toSection 5 of the Governance Handbook and Section

7 of the GIP.

1. Governing a Group of Schools (5.1)
	1. NGA Report – Moving MATs Forward
	2. NGA – Research on “Lessons Learned” in Developing a MAT
	3. Taking the Next Steps
	4. People Power – 6 Ways to Develop and Retain Educators in MATs

 **Resolved –**

* That the information in the GIP be noted.

**16 Compliance**

Governors were referred to Section 6 of the Governance Handbook and Section

8 of the GIP.

 **(i) Equality (6.3 Equality)**

 a) New Ofsted Regulations

 b) Gender Equality

 **(ii) Education (6.4 Education)**

 a) Education Endowment Foundation (EEF) and Metacognition

 b) Improving Behaviour

 c) Launch of EducationSpace

 d) SEND Information

 e) Religious Education

 i) Inter Faith Week

 ii) Technology to Support Questions about the Christian Faith

f) Cultural Education Partnership

g) National Careers Week

h) Reception Baseline Assessment (RBA)

i) Introducing NQTSpace

j) The Apprenticeship Programme – Guidance for Schools

 **(iii) Staffing and Performance Management** **(6.5 Staffing and Performance Management)**

a) Performance Management (PM) / Appraisal of Teaching Staff

See Item 9 Leadership & Management Committee.

b) Head Teacher Performance Management (HTPM) / Appraisal

See Item 9 Leadership & Management Committee.

c) Teacher Mental Health and Well-Being

d) Reducing Teacher Workload

 **(iv) Safeguarding and Pupil Welfare (6.7 Safeguarding and Pupil Welfare)**

 **(v) Pupil Well-Being** **(6.8 Pupil Well-Being)**

a) Statutory Relationships and Sex Education

b) Healthy Schools Rating Scheme

c) School Sport and Activity Action Plan

 **(vi) Admissions** **(6.9 Admissions)**

 **(vii) School Premises (6.10)**

 **(viii) Information Sharing (6.14 Information Sharing)**

 **(ix) Complaints (6.15 Complaints)**

 **Resolved –**

* That the information in the GIP be noted.

**17 Evaluation**

Governors were referred toSection 7 of the Governance Handbook and Section

9 of the GIP page 50)

1. **Developing the Board’s Effectiveness**

 a) Skills Audits

 It was decided that the Board needed to meet to complete a Skills Audit.

 b) Safeguarding Evaluation

 **Resolved –**

* That the information in the GIP be noted.
* That the EHT email Governors with dates to meet and complete a Skills Audit.
1. **Inspections**

 **Resolved –**

* That the information in the GIP be noted.

18 **Additional Information**

 Governors were referred to Section 10 of the GIP, page 55.

 i) Damian Hinds Speech

 ii) School Attendance

 iii) Holiday List

 **Resolved -**

* That the additional information provided in the Governor Information Pack be received and noted.

**19 AOB**

 Mrs Finney and Mrs Wright asked that Governors note the following events which they were invited to attend:

 Springfield Christmas Fayre – 30th November 2019

 Springfield Christmas Concert (Lower School) – 5th December 2019 at 10am

 Springfield Christmas Concert (Upper School) – 6th December 2019 at 1.45pm

 The Meadows Christmas Concert – Tuesday 17th December 2019 at 10am.

**20 Confidential Items**

Governors were asked to identify if there were any items / materials which need to be excluded from any agenda, minutes, reports or other papers discussed at the meeting which would normally be made available for inspection following the meeting.

Governors were also asked to identify any items included on the agenda which require recording in a confidential appendix to the minutes.

 **Resolved -**

* That no items were identified as requiring to be recorded in a confidential appendix to the minutes.
* There were no items / materials identified for exclusion.

**21 Dates and Times of Future Meetings**

 **Resolved -**

* That the full Governing Board meetings for 2019/20 will take place as follows:

Thursday 27th February 2020 at 5.30pm at Springfield

Thursday 4th June 2020 at 5.30pm at The Meadows.

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 **Chair Date**

**Action Log**

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| **Action Number** | **Minute Number** | **Action** | **Responsibility** | **To be completed by:** |
| 1 | 2 & 3 | Inform Entrust that Mr M Sproatelected as Chair and Mr S Wright elected as Vice Chair for one year. | Clerk | ASAP |
| 2 | 4a | Inform Entrust that:Mrs J Jenkins, Mr J Harvey and Miss M Rothwell had resigned as of 31st October 2019.Miss A Chappell is the new staff Governor as from 1st November 2019.Mrs R Buckley and Mrs D Willshaw be appointed as Co-opted Governors from 7th November 2019. | Clerk | ASAP |
| 3 | 4c | Complete the Register of Business Interests. | Miss Chappell, Mrs Willshaw, and Mrs Buckley | End of Autumn Term |
| 4 | 4f | Sign the Code of Conduct. | Mr Pearce and Mrs Green | End of Autumn Term |
| 5 | 6 | Attend Governor Induction training. | Mrs Buckley, Mrs Willshaw and Miss Chappell | When applicable. |
| 6 | 9 | Draw up a working paper on the working methods for the Task & Finish Group. | Chair | End of Autumn Term |
| 7 | 9 | Discuss how long service of staff be recognised. | EHT and Chair | End of Autumn Term |
| 8 | 9 | Attend future Parent’s Evenings. | Governors | When applicable |
| 9 | 11 | Read KCSIE 2019 and sign to say they have done so. | Mr Wright to distribute/All to sign | End of Autumn Term |
| 10 | 17, i, a | Email Governors with dates to meet and complete a Skills Audit. | EHT | End of Autumn Term |