

**MEETING OF THE BOARD OF DIRECTORS**

**OF THE ACTIVE LEARNING TRUST**

***held on Tuesday 9th February 2016***

***at The Lansdowne Club, London***

Directors Present: Ms L. Adams (Chair) Mr C. Bush

Mrs J. Cutchey Mr G. Hely Hutchinson

 Mr M. Kerr Mr G. Peile

Also Present: Mr D. Hilton (Head of Standards)

Mrs K. Jarvis (Clerk)

Mr C. Paskell (Director of Finance and Operations)

Invited Guests: Mrs A. Hall (Head of Reydon Primary School)

 Mr M. Payne (Head of Pakefield Primary School)

Mr A. Redman (Lead of Lowestoft Hub)

**MINUTES**

**84. WELCOME & APOLOGIES FOR ABSENCE**

Ms Adams opened the meeting by welcoming all present and introductions were made. Apologies had been received from Mr Bateson, Mr Beswick, Ms Lloyd, Mr Staite & Ms Toft.

There were no declarations of interest made relating to items on the agenda.

**85. REPORTS & PRESENTATIONS**

1. **ALT Lowestoft Hub**

Mr Redman circulated a written summary of the work carried out in the Lowestoft Hub entitled ‘Coastal Collaboration’. He explained how the Lowestoft Hub has developed since its formation, and the initiatives that are now embedded. He stated that his role is primarily to provide challenge, and explained how this works in practise, together with how this links to work in other Hubs and ALT’s Development Plan. In addition to the summary presented, and in response to questions asked by Directors, Mr Redman highlighted the following:-

* Lowestoft is an area of high unemployment, free school meals, pupil premium and SEN
* Pupils join schools below national expectations
* There is a strong commitment from Hub Headteachers with a collaborative, consistent approach that drives success
* All work is linked to the Hub Plan and ALT’s Development Plan
* Pupil attainment and behaviour have improved
* Hub schools benefit from the sharing of expertise
* Recruitment has been a challenge in the past, but is now successful with bespoke training in place, and retention of staff
* NQT programme and Leading Active Leading a strength, with celebration events planned for later in year
* Introduction of successful Talk for Writing programme
* Strong links with secondary schools aids smooth transition
* Working with Inspiration Trust to strengthen teaching and learning for all pupils
* “Ahead of the game” with curriculum development and testing, with hub-wide moderation in place
* governing bodies to be encouraged to work together to share expertise
* Community aspiration is being raised by working with families – more parents in schools, curriculum careers days, and links with partners (eg Royal Academy of Engineering) to work on projects with pupils
1. **Pakefield Primary School**

Mr Payne opened his report by stating that everyone at Pakefield leads and develops learning in a fun and vibrant environment. Referring to his written report (that had been previously circulated) he highlighted the following:-

* Pakefield is a popular school that is generally full
* Pupil Premium is lower than average for the Lowestoft area
* Attendance is a concern as parents continue to take unauthorised holidays in term time – the EWO is involved
* Support staffing is high (as noted by recent HMI visit) because of current pupil needs, but budget constraints may impact on this in the future
* Census numbers were lower than current – looking at sustainability with Lowestoft Finance Hub Lead
* Eleven teachers are paid UPS. Mr Payne explained that these staff have additional responsibilities and ownership, and are accountable through PMR
* Pakefield staff are all aware of their responsibilities, and professional discussions are held that emphasis accountability
* Pakefield take a view that all staff are in class where possible
* Recent data has shown that all year groups have made progress, including pupil premium and SEN pupils. Pupils are Pakefield experience test situations on a regular basis and an Easter school is planned for Year 6 pupils
* Governing Body have a good understanding of the school. There is a good mix of experienced and developing governors, and Mr Payne feels that they challenge him as head.
* No firm decision has been made on how to accommodate the increase in nursery hours. Mr Redman stated that this is a concern, and being discussed, at Hub level
* In response to a direct question, Mr Payne said that he would currently grade Pakefield as ‘Good’
1. **Reydon Primary School**

Mrs Hall explained that she is the Executive Head of Reydon and Grove primary schools. When ALT became a sponsor for Reydon and she was appointed the school was in a “muddle” – teaching was poor and there wasn’t any team cohesion. Whilst going through her report (that had been previously circulated) she emphasised that staff have worked on the gaps, and the school is in a much better place. Directors were asked to specifically note:-

* Three teachers have left, allowing positive changes to be made in September
* A Head of School has been appointed
* Recruitment has been an issue due to rural location
* Teachers now work well together
* Attendance an issue, although children want to attend
* There is evidence of good data in Early Years
* Year 2 data was poor last year – therefore the current Year 3 are a focus for improvement
* Year 6 data good in terms of improvement – sound moderation used to check
* SLT, new curriculum and community spirit are all vastly improved
* Inadequate pockets of teaching are being addressed through capability procedures
* Marking policy has been updated and staff are making progress in this area
* Recent ALT review was very positive, with assessor confirming school judgements
* Mrs Hall would grade Reydon as ‘Requires Improvement’ at present, but feels it could soon be ‘Good’. Behaviour is ‘Good’ to ‘Outstanding’
* An Easter School is planned for Year 6, with high results expected
* Mrs Hall feels that the Chair of Governors is ”brilliant” – working on the development of newer governors
* The Children’s Centre, that is separately run, is an issue – there is a question over whether the building is fit for purpose
* Mr Kerr asked how Mrs Hall splits the role of exec head. Mrs Hall explained that the appointment of a Head of School at Reydon and a deputy head at Grove have allowed her to be flexible according to the needs of each school.
* Mr Peile stated that Mrs Hall would be relinquishing the role of exec head at Easter, as it is time for Reydon to have a substantive head. Mrs Hall was thanked for her work at Reydon Primary School, and her contribution to the progress made.
* Mrs Hall distributed a summary Action Plan for the recent Learning Review that had taken place

Mrs Hall, Mr Payne and Mr Redman were thanked for their informative reports that gave Directors a greater understanding of the work being undertaken within the Lowestoft Hub.

Mrs Hall and Mr Payne left the meeting at this point.

**86. MINUTES & MATTERS ARISING FROM THE MEETING HELD ON 10th DECEMBER 2015**

 One technical correction was noted: Item 73: *Mrs* McAlpine should read *Mr* McAlpine.

 ***Taking this into consideration, the Minutes were accepted as a true record.***

 75:61: The attendance data from Kingsfield Primary School had been circulated.

**87. MINUTES OF MEETINGS**

***The minutes of the Finance & General Purposes Committee meeting held on 10th December 2015 were accepted.***

**88. ADMISSION ARRANGEMENTS**

Mr Peile explained that the consultation period for Admission Arrangements has ended. After considering minor points raised by Suffolk County Council, it is proposed to submit the document presented for entry into ALT schools in September 2017, to give a consistent approach to admissions across the Trust.

Mr Peile also explained the proposals for ALT to conduct Admission Appeals (instead of relying on local authorities). Appeals are expected, but these will be due to a high number of applications at popular schools rather than appeals against the admission arrangements.

***Directors noted the report from the CEO and approved the Admission Arrangements as presented.***

**89. CHAIR’S ACTIONS**

 Ms Adams confirmed that there were no Chair’s Actions to report.

**90. TRUST DEVELOPMENT PLAN**

Mr Hilton took directors through the report on the updated Trust Development Plan, which had been circulated prior to the meeting, highlighting updates as appropriate. School Development Plans align to the Trust Development Plan. Priorities are monitored, and the Plan is a live document that is constantly reviewed.

***The Board acknowledged the changes highlighted by Mr Hilton and accepted the report presented.***

**91. ANY OTHER URGENT BUSINESS**

 No additional urgent business was raised.

**92. CHIEF EXECUTIVE OFFICER’s REPORT**

 Confidential

**93. DATE OF NEXT MEETING**

 The date of the next meeting was confirmed as 19th April 2016.