

AGM Minutes: Members and Directors
15 December 2017 8am

Attendees : Mr P Lovern (PL) (Executive Head), Mr C Hopkins (CHo) (Chair of Members), Mr J Bowman (JB) (Member), Mr D Grewer (DG) (Member), Mrs H Bowman (HB) (Chair of Directors), Mrs S Cockayne (SC) (Director), Mr P Halifax (PH) (Vice-Chair of Directors), Mrs A Hodgson (AHod) (Director of Business Operations), Mrs J Smith (JS) (Director), Mr G Wood (GW) (Director)
Clerk: Mrs A Howard (AH)

RC: Richard Crosse

SM: St Mary's

HP: Howard Primary

EY: Early Years

HoS: Heads of School

EHCP: Education, Health and Care Plan

SEN: Special Educational Needs

RI: Requires Improvement

CEO: Chief Executive Officer

RSC: Regional Schools Commission

1. **Welcome, Prayer** - CHo welcomed everyone to the meeting and led the prayer.
2. **Apologies** - Rev S Davis (SD) (Member), Mrs M Havelock-Crozier (MHC) (Vice-Chair of Directors), Mrs C Humphries (CH) (Director)
3. **Pecuniary Interest** - Members updated their Pecuniary Interest forms and there were no further changes to be made.
4. **Minutes of last meetings** - The minutes of last year's AGM on 23 November 2016 were reviewed, the last joint Members and Directors meeting of 17 July and the Directors' meeting of 24 November 2017 were agreed as true copies, with no matters arising. Confidential items in the minutes of the last Directors' meeting were identified and the minutes were signed by PH.
5. **Approval of Annual Finance Accounts for the period 1 September 2016 - 31 August 2017** - AHod presented the accounts (which had been emailed to Members and Directors) showing income of just under £1.4 million and expenditure of just over £1.6 million. There has been a change in the recording of fixed assets and the value of lands at RC and SM is no longer included. Just under £135,000 cash was used in operating activities over the year. GW commented that Directors have discussed the present financial situation showing that the school income is 12% down, while costs have gone up 3.5%. AHod also presented the Auditors' comments in the Report to Management regarding the Pension Scheme liability, grant income from the DfE, weaknesses in the payroll reports, bank reconciliation and gifts policy; overall the Auditors were very happy with the accounting procedures. JB asked whether other payroll providers were being considered and PL confirmed that this is under review; DG suggested the name of a company (EPM) who might provide a better service. JB asked about whether the government funding of nursery places was working efficiently and AHod said it was not a clear and obvious process, but the finance was arranged through the county portal. Schools have to estimate the figures, then they are later adjusted; it is approximately £4 per child per hour. PL commented that the Nursery at SM started from zero to have 12 children with another 2 children starting after Christmas, which is good for the future of the school. There is also potential growth with the after-school care club, but more staff are required. The accounts were approved by all and CHo thanked everyone involved in the successful audit, particularly AHod.

6. **Appointment of Auditors** - Moore Stephens were formally reappointed by agreement of all. PH pointed out that it is wise to change auditors every 4 or 5 years so that complacency does not set in.
7. **Directors'/Trustees' Report** - The report had been emailed to Members and Directors before the meeting. PL presented the report showing that positive responses in the questionnaires had improved for the pupil voice and parent voice. The staff positive responses had dropped slightly, mainly due to staffing difficulties at HP. The HoS at HP has left and an advert has been put out for this post. RC had an outstanding SIAMS inspection during the year. RC and SM had performed much better this year, performing in the top quartiles for the KS2 SATs. The EY results at RC and SM were good with the schools performing above the national average; HP at 60% is performing below the national average. Phonics is much improved at SM, good at RC and below national average at HP. This year might be more difficult for SM with the arrival of a number of traveller children who have had very little schooling. DG recommended that PL contact Pauline Anderson in Derby who is Head of the National Romany Association and could give support.
PL discussed the good results in Y2 at RC and DG asked about the measurements of progress in KS1, particularly with regard to the number of children working at greater depth and the quality of teaching in KS1. He emphasised that progress is more important than attainment and the children now in Y3 should be given more challenging targets. PL said some children were very nearly working at greater depth. JB advised that Directors should be looking at the trend of cohorts within the school.

Members' Challenge: Directors to monitor progress and trends of cohorts of pupils.

PH confirmed to JB that HoS made presentations at the Directors' meetings and were very aware of their data. In response to a question from DG, PL said that the progress measure for SEN, Pupil Premium and disadvantaged children was good, but there was still a gap in attainment with their peers, although they performed better than disadvantaged children nationally. SM is a good school, but there has been a dip in KS1 and challenging targets must be set for Y3 children.

Regarding KS2 results, Reading and Writing results at RC place the school in Quintile 1 and for Maths in Quintile 2; for SM, Reading results place the school in Quintile 1 and Writing and Maths in Quintile 2. The results for disadvantaged children were good. TSSMAT is targeting Maths Mastery and Writing as areas to work on. Directors confirmed that they were briefed on progress each term. At HP, results for EY were poor due to some staffing difficulties, but KS1 results were good for the cohort of 7 children, with 100% reaching the expected level in reading and 11% working at greater depth in maths and writing. At KS2 there was only 1 child in Y6; this child, with SEN who had an EHCP in place, did not take all of the SATs; she had been assessed as being at Level 2C in KS1 but in fact was working much below this level. PL confirmed to DG, who asked what category HP would be in, that the school would be RI (*Confidential item*). There was discussion on the problems at HP, including the issue of staffing which has not been stable. DG asked how TSSMAT was supporting the school and PL explained that subject leaders in the MAT and the HoS have spent time supporting HP; in addition a good teacher has been moved to HP from SM.

Discussion centred on how the school should be supervised in the future, with JB and DG advising on the need to get the balance right so that quality teaching should be the priority and an interim arrangement could be made with regard to the HoS. JS thought that the two previous HoS, although recognised as good teachers, had not acquired the necessary leadership skills and HB agreed it was vital to find the right person for the role.

Members' Challenge: Directors to have clarity of thinking on the leadership/teaching role at HP and consider the priorities within the school.

CHo asked whether HP was better off in TSSMAT than before; JS and SC agreed that parents had not been made aware of the problems before it became part of TSSMAT, it would probably have closed if it had not joined the MAT and it was definitely now a better school, with parents more aware of the standards and levels of their children.

DG expressed concern that the CEO is unable to fulfil his role due to standing in as HoS at HP, but PL explained that the SENCO will be covering two days in the school and she is rising to the challenge.

CHo asked about MAT growth (*Confidential item*). PL is in discussion with two other schools about joining TSSMAT. CHo advised that there was government support for amalgamation of MATs and suggested a particular MAT in the area which could be considered for partnership. He also advised that the Diocese was looking at forming a Church of England MAT in Lichfield and would keep Directors informed about this. There was discussion on the need for schools with a shared vision, values and moral purpose to come together and DG urged TSSMAT to be more pro-active and increase its circle of influence. He considered that there was a moral duty for MATs to take on failing schools and suggested that CH let the RSC know TSSMAT would be interested in this. PL will consider this in the future and Members' comments will be discussed at the next Directors' meeting as there is a need for growth to ensure survival, but this will involve an increase in the capacity of TSSMAT to do this.

Members' Challenge: to increase the amount of time discussing strategy and growth in Directors' meetings.

- 8. **Directors eligible for re-appointment** - Directors serve for 4 years and there are no vacancies at present.
- 9. **Any other business** - A letter from the Chief Executive of the EFSA had been sent out by email to Directors.

Signed..... Date

Colin Hopkins - Chair of Members