

**Minutes of Directors' Meeting
10 May 2019 8am**

Attendees : Mr P Lovern (PL) (Executive Head), Mrs H Bowman (HB) (Chair of Directors), Mrs S Cockayne (SC) (Director), Mr P Halifax (PH) (Vice-Chair of Directors), Mrs M Havelock-Crozier (MHC) (Vice-Chair of Directors), Mrs A Hodgson (AHod) (Director of Business Operations), Mrs J Smith (JS) (Director)
Also present for Item 2: H. Jennings (HJ) (RE Leader), N Jarrett (NJ) (Head RC), J Wynn (JW) (Head SM)
Clerk: Mrs A Howard (AH)

RC: Richard Crosse
SM: St Mary's
TH: The Howard

SIAMS: Statutory Inspection of Anglican and Methodist Schools
EYFS: Early Years and Foundation Studies
NQT: Newly-qualified teacher
TA: Teaching Assistant
GD: Achieving Greater Depth
GDPR: General Data Protection Regulation
DPO: Data Protection Officer
SEND: Special Education Needs and Disability

1. Welcome and Prayer
2. **Head of School Reports -**

The Howard The report and data from the HT of TH had already been sent out to Directors.
RE Leader

HJ presented a report on RE and Worship to update Directors on addressing targets set after the last SIAMS Outstanding inspections. SM is due a SIAMS inspection in 2020 and RC is due an inspection in 2021. Targets for RC were for teaching and learning to be at a deeper level, to give a more secure grasp of Christianity and other faiths; to include a wider range of ages in collective worship and to improve the school website and documentation. The target for SM was to improve collective worship. HJ welcomed the opportunity to involve pupils in deeper discussions. She outlined the measures taken since the last inspections:

- greater Diocesan support from the Christianity Distinctiveness Adviser, working on the curriculum and training for staff
- embedded assessment procedures
- worship evaluation, including setting up worship councils and involving Pupil Voice. HJ would welcome Directors' involvement in getting feedback from pupils.
- the understanding of Christianity in place for all RE teaching
- training of staff on SIAMS procedures
- improving links between church and school (RC has a particular problem with the retirement of the Rector and a period of interregnum; PL will approach the Parochial Church Council to suggest a weekday Mothers' Day service in future)
- links with local and national charities
- offering a wide range of opportunities to deepen understanding of RE in all the MAT schools

HJ talked through the new SIAMS inspection framework under the following headings:

1. Vision and Leadership
2. Wisdom, Knowledge and Skills
3. Character development: hope, aspiration and courageous advocacy

4. Community and Living Well together (this includes community cohesion and school swaps with schools from different areas)
5. Dignity and Respect
6. Impact of collective worship
7. Effectiveness of religious education.

The motto of Believe and Achieve and the core values of Love, Friendship and Respect are further supported by having a Christian value for the term which is mentioned in the school planners. Parental feedback on the Christian distinctiveness will also be collected. The effectiveness of the RE teaching and learning is judged using a Red Amber Green system; inspectors value the discrete teaching of RE in the schools and the caring ethos of the MAT as a family.

JS asked about Anson School as a new addition to TSSMAT and PL confirmed that it is a Church School and has had a SIAMS inspection more recently.

HJ was thanked for her presentation and her work as RE Leader; copies of the presentation will be sent out to Directors.

Richard Crosse

NJ's Headteacher's report on RC had already been sent to Directors, so she went on to present the data for the autumn term. For EYFS, which has had a teacher on maternity cover, the children are doing well, with 82% of children on track in Reading and Writing, 78% on track in Maths. Y1 are taught separately from Y2 in Reading and Maths. The Phonics level is good, 93% of children on track in Maths, 71% on track in Reading and Writing, but improving. Y2 are a mixed ability group, with 2 SEN children and 2 being monitored. 87% of children are on track in Reading, 80% in Writing and Maths and there have been great improvements in this group. The Y3 group is a strong cohort, 89% on track in Reading, 74% in Writing and 84% in Maths. There is a focus on Writing this term but these are generally high standards with a good number of children at GD. In Y4, extra support has been given to the NQT and a number of interventions made; progress has been made, with 78% of children on track in Reading and 67% on track in Writing and Maths. Although GD children have achieved well, the children working at a lower level have not improved as much as expected. In Y5, there are 2 SEN children and 3 Pupil Premium children but these pupils have made significant progress. 89% of children are on track in Reading, 79% in Writing and Maths and NJ is pleased with their progress. There has been outstanding attainment in Y6, with 92% of children on track in Reading and Writing, 100% in Maths; the teacher has moved the lower and middle attainers up to another level. PL asked about the GD in Maths and it is hoped that this will improve in the SATs. The progress measures showed that for Y2 and Y3 progress has been slightly below in Reading and for Y3 slightly below in Writing and Maths, but progress has improved for Y4.

NJ was thanked for all her hard work and the many extracurricular activities. PH asked about staff morale and NJ confirmed that she is still encouraging staff (particularly NQTs) to leave early one day a week, but it was agreed that people work in different ways. Staff are aware of the financial pressures on the MAT; they appreciate the reduced marking system.

St Mary's

JW's Headteacher's Report will be circulated to Directors, so he presented the data for SM. EYFS are a strong year group with 79% on track in Reading, Writing and Maths. The 5 children in Y1 have settled in well, with one child being monitored for SEN; 80% are on track in Reading and Maths, 60% in Writing. Y2 is a complex year group, with some children with social, behavioural and emotional needs. One child was excluded on a temporary basis, but has now settled back into class. There is extensive intervention and JW believes the children have the potential to succeed. 69% of children are on track in Reading and Writing, 62% in Maths. In Y3, there are seven children, including one Traveller child, with 71% of children on track in Reading, Writing and Maths. PL recognised that Maths has been a priority in the school and the children are now getting similar results across the three subjects. Y4 is a strong cohort, 89% of the children are on track in Reading, 80% in Writing and Maths; GD in Writing is a target area. Y5 are a good hard-working year group: 89% on track in Reading, 78% in Writing and 100% in Maths; one child with dyslexia has made good progress. Y6 children have good predicted grades in the SATs, with 83% on track in Reading,

Writing and Maths. Progress measures showed the year groups making close to average progress, with Y2 slightly below. JW praised the outside agencies and staff who provide enrichment activities; he considered that behaviour in school has improved over the year.

PH asked about staff morale and JW thought it was good, with the staff working together as a team, giving positive support to each other. He appreciated the help from the RE Leader and thought the staff valued the evaluation and monitoring team meetings. The new marking policy was welcomed and the shared planning by the MAT made life easier for the teachers. SM have streamlined Maths planning, introducing more practical Maths. JW had received positive feedback from staff about the recent meeting regarding the budget. JW was thanked for his presentation and hard work.

3. **Apologies** - Mrs C Humphries (CH) (Director), Mr G Wood (GW) (Director). AH will update the attendance register.
4. **Pecuniary Interest** - There were no changes.
5. **Minutes of last meeting** - The minutes of the Directors' budget meeting held on 10.4.19 were reviewed and approved; the Directors' minutes were signed by HB. Confidential items were identified.
6. **Finance** - AHod presented the Financial Update, showing the March year to date accounts. With regard to income, extra income had been received while other sources of income e.g. Early Years were down; overall the income is £50,000 ahead of schedule. Staff and building costs were less than budget, but there have been additional costs on IT and the website. The current year to date position shows a surplus of £22,000; a variance of £50,000 on the budgeted -£28,000. This is due to additional devolved funding, a donation from the RC Trustees and extra income from the conversion process of Anson School joining the MAT; Directors were pleased to note that there were no unpleasant surprises in the financial situation at present. MHC asked about the RC Trustees' contribution towards the building project and AHod confirmed to PH that the bad debt had been written off and is represented in the financial figures above. AHod advised that the accounts will look quite different with the addition of Anson School to TSSMAT. HB agreed to sign any Business Charge Card Expenses and Gifts Register as necessary.
7. **Academy Audit Process** - Directors noted the contents of Lord Agnew's letter.
8. **Staffing/Budget** - *Confidential Item*.
9. **MAT Growth** - PL has been working with the HT of Anson School on the budget, which will be ratified with the Governing Body. He conducted a learning tour of the school and joined the HT at a Staffordshire Heads meeting when he had the opportunity to talk with heads of the Mid-Trent MAT.
10. **Governance** - It was agreed that PL should be the Nominated Director on the Anson Board, with TSSMAT Directors invited to attend occasionally on an individual basis. Charles Bradshaw-Smith has been invited to join the TSSMAT Board of Directors; he has a finance and business background and will work alongside GW until the end of this term. Colin Hopkins, while staying as a Member, has not yet sent a written resignation from the Board of Directors and AH will contact him to ask him to do so with effect from 10 May 2019. PL will contact a parent at SM with a legal background to discuss joining the Board of Directors.
11. **Premises** - Work is nearly completed at SM with window coverings to be obtained. Bids for CIF funding at the three schools have been unsuccessful, but it is planned to appeal against the decision for the roof at SM and the heating system at TH. PL plans some refurbishment in the old school house at RC, with some help from the PTA.
12. **Complaints Committee** - The parent who has made a complaint has been advised to take the complaint to the DfE, following TSSMAT policy. She has been sent the details and link to contact the DfE and has confirmed that she has done so.
13. **Review of Policies** - A policy on Sun Safety has been emailed to Directors to review and JS has contacted the Office Administrator to suggest additions to the policy with regards to children who did not have sun cream in school or parents who did not wish their child to use sun cream.
14. **GDPR** - A report from the DPO had been sent out to Directors showing no issues.

- 15. **Safeguarding** - There had been no safeguarding incidents. Directors have signed to confirm they have read the Keeping Children Safe in Education information. CH has offered to give an update at the meeting on 14 June.
- 16. **Health and Safety** - JS has looked into an accident at TH regarding a door and advised that a hinge protector on another door be repaired.
- 17. **Any Other Business** - There was no other business.

Dates of next meetings –

(Directors' and Members' Meetings at Richard Crosse, starting 8am)

Directors meetings

14 June

5 July (with Members)

Members meetings

5 July (with Directors)

LAG meetings

1 July 4pm at TH

Signed.....

Date

Heather Bowman – Chair of Directors

Item	Action to be taken	Action by whom	Action by when
8	Confidential Item		
10	Ask CH to complete a letter of resignation Contact SM parent about place on Board of Directors	AH PL	17 May 24 May
15	Give an update on Keeping Children Safe in Education	CH	14 June
16	Repair door hinge at TH	PL to arrange	asap