

**Minutes of Directors' Meeting
14 June 2019 8am**

Attendees : Mr P Lovern (PL) (Executive Head), Mrs H Bowman (HB) (Chair of Directors), Mr C Bradshaw-Smith (CBS) (Director), Mrs S Cockayne (SC) (Director), Mr P Halifax (PH) (Vice-Chair of Directors), Mrs A Hodgson (AHod) (Director of Business Operations), Mrs C Humphries (CH) (Director), Mrs J Smith (JS) (Director), Mr G Wood (GW) (Director)

Also Mrs E Bowring (EB), SENDCo, for Item 5, Mr E Howard (EH), HT at AP, for Item 7

Clerk: Mrs A Howard (AH)

RC: Richard Crosse

SM: St Mary's

TH: The Howard

AP: Anson Primary

PAN: Planned Admission Number

SENDCo: Special Educational Needs and Disabilities Co-ordinator

LA: Local Authority

TA: Teaching Assistant

HT: Headteacher

GAG: General Annual Grant (from ESFA - Education and Skills Funding Agency)

CIF: Condition Improvement Fund

MFL: Modern Foreign Languages

FMGS: Financial Management and Governance Self-Assessment

1. **Prayer and welcome** - PL started the meeting with a prayer. He welcomed CBS who has joined the Board of Directors and was attending his first meeting; introductions were made.
2. **Apologies** - No apologies had been received. AH will update the attendance register.
3. **Pecuniary Interest** - CBS will be given a Pecuniary Interest form to complete. There were no changes to be made to the Register of Pecuniary Interests for the other Directors.
4. **Minutes of last meeting** - The minutes of the Directors' meeting held on 10.5.19 were reviewed; a slight amendment was made on the suggestion of PH, they were then agreed as a true copy and signed by HB. Confidential items were identified.
5. **SEND** (this item took place after Items 6/7) - EB presented information on her work with SEND and Looked After Children over the year. It has been more difficult to obtain extra funding for children with Additional Educational Needs and Educational, Health and Care Plans (EHCP); whereas previously if children were 3 years behind their peers they could be considered for extra funding, now they had to be 4 years behind. EB praised TSSMAT for its good SEND practice: the building blocks show progress made by all children, including those with special needs, and there is a programme of interventions, observations and monitoring. It is planned to develop Early Years SEN provision. From September 2019, there will be an online portal for applications for EHCPs and EB hopes this will make it a speedier process. The MAT had been using a private company of Educational Psychologists, but has now returned to LA provision. EB works hard to provide evidence to support applications for funding and to make appeals if these applications are refused. PH suggested that parents use a company providing free legal support and will pass the details to EB. As the MAT, and particularly RC and families attending the school, cover a number of postcodes (Burton, Tamworth, Lichfield), EB has to attend a number of District Inclusion Panels (DIPs) and there can be some confusion between the school post code and families' post codes; there is a bidding process for obtaining funds and different DIPs may offer different amounts of funding. At present, AP has its own SENDCo, linked to Stafford.

The biggest area of work for the SENDCo is in Cognition and Learning, but the areas of Behaviour, Social and Emotional problems and Autism are growing. The MAT staff and pupils have been learning Makaton, working on 2 new signs a week and a song.

Dyslexia: The Dyslexia Outreach team has folded, but EB has obtained advice about the Nessy Spelling scheme and finds this particularly useful: TAs work with small groups on a daily basis and also one-to-one on specific spelling problems, using iPads, worksheets and games. There has been training for staff in modelled reading and communication, speech and language development. Support resources are put on to the Shared Drive.

Autism: The Autism Outreach team has contributed a great deal to the MAT, giving training, advice and visiting pupils. There is now an early transition programme for Y6 pupils, who may find the move to Secondary School difficult, especially coming from a small school. There is a Staffordshire transition support worker. The secondary school attended by many children from Richard Crosse is offering less support with transition and fewer link days for Y6 children.

PMLD (Profound and Multiple Learning Disabilities): There is a multi-disciplinary approach to this, with a strong team ethos. Relationships with outside agencies (Occupational Therapists, Physiotherapists, Speech and Language, Paediatrics) are good.

SEMH (Social and Emotional Mental Health): There is DIP funding for SM and TH for 6-week courses. All staff attended training on Attachment awareness and there has been a 2-hour workshop for parents of children in Y6 on anger and emotional issues. Staff offer one-to-one weekly emotional support. There have been a number of social and wellbeing interventions, 3 at RC and one at SM; family support is given.

SEN Cognition and Learning: EB showed how TAs assess children's progress and parents are provided with a review of personal progress. Although parent consultations are offered, there is not a great take-up of these.

Regarding the future of SEND work, EB and PL are reviewing the allocation of TAs and gave examples of how the hours for each child are arranged, either in a group or one-to-one. Although there is some classroom support, this has to be focused on the needs of the child. EB and HT of SM have made an application for £20,000 to provide an outside learning space at SM.

EB was thanked by the Directors for her detailed, useful and interesting presentation.

6. **Staffing** - This Item was included with Item 7, Finance.

7. **Finance** - *Confidential Item*

EH joined the meeting to present the Anson budget 2019-20, saying how delighted and excited everyone at AP was to join TSSMAT. Directors introduced themselves to him. *Confidential Item*. EH was thanked for attending the meeting and for the presentation; he then left the meeting.

Confidential Item

AHod showed the recommendations from the internal audit, regarding purchases, payroll and journals; these were all low risk issues and changes will be made to comply with the recommendations. With regards to the returns for FMGS and Land and Buildings, a meeting was held on 22 May and these were approved and sent off. The full FMGS will be sent to Directors to consider. It has been decided that Care Club charges should be paid in advance from September. AHod was thanked for all her hard work.

8. **Registers and Card expenses** - GW agreed to review the Business Charge Card expenses and the Risk Register at the end of the meeting.

9. **Premises** - Salix funding to work on energy efficiency had been offered for RC, but the company proposed was found not to be acceptable and another company will be approached.

A drain has collapsed at TH and TSSMAT money will be used as a temporary measure to carry out remedial work. A bid for CIF money will be made to finance the full work required.

CIF funding - Directors approved the CIF applications for:

RC i) Boiler and heating system repairs and replacement resubmit

SM i) Roof repairs/replacement resubmit

TH i) Boiler and heating system repairs and replacement resubmit
ii) Fire safety issue resubmit

AP i) Boiler and heating system repairs and replacement

The Board are aware that the ESFA require a reasonable contribution from school funds or SALIX loan to assist with approval.

The CEO will look to secure funding from the Colton Trust and the RC Foundation for a 5% contribution.

10. **MAT Growth** - *Confidential Item*

11. **Safeguarding Governance Training** - CH gave an update on Keeping Children Safe in Education, giving details of the changes regarding sexual violence between peers, teacher referrals, the expanded responsibility of the Designated Safeguarding Lead, references for new employees (check electronic references originate from a legitimate source). All schools must have their own child protection policy which reflects peer on peer abuse. Disqualification by association (living in the same household where another person who is disqualified lives or works) is no longer applicable. There is no requirement for MATs to have separate central records, but the information must be recorded in a way that allows for details of individual academies to be provided separately and without delay. Fears about data protection should not stand in the way of safeguarding. Directors noted the changes.

CBS will be asked to undertake Level 1 Safeguarding training.

12. **Art Installation** - Directors had received a request for a Memorandum of Understanding from Mr Bowman regarding the art installation being made. PH has consulted a lawyer who advised that the Directors were not in a position to agree to this as they do not own the building. PH will discuss this further with Mr Bowman and the lawyer.

13. **Policy Updates** - Directors discussed policies on Tendering and Procurement, ICT Disaster Recovery, Behaviour and Discipline and ICT Security Acceptable Use. The Behaviour and Discipline Policy was ratified, but CBS, HB and PH suggested small amendments to the other three policies.

14. **Health and Safety** - There were no Health and Safety issues.

15. **Any Other Business** - PH appreciated the fact that the Y6 teacher at RC had sent cards to all the Y6 pupils congratulating them on their work for the SATs exams. HB suggested that staff leaving this summer should have an exit interview and CH agreed to arrange this. GW asked whether anything had been heard from the DfE in answer to a complaint from a parent, but no communication has been received. GW will discuss his role as Director with a responsibility for Finance with CBS. With regards to meetings next academic year, it was suggested that the day for the Directors' meetings should be changed to a Tuesday. PL informed Directors that the second week for the second May holiday 2020-21 will be the week before Whit week rather than after, to fit in with Phonics screenings. The first May holiday 2019-20 will be on Friday 8 May rather than on a Monday.

Dates of next meetings –

(Directors' and Members' Meetings are held at Richard Crosse)

Directors meetings

5 July (with Members) 8am

Members meetings

5 July (with Directors) 8am

LAG meetings

1 July 4pm at SM

Signed..... Date

Heather Bowman – Chair of Directors

Item	Action to be taken	Action by whom	Action by when
3	CBS to be given a Pecuniary Interest form	AH/CBS	21/6/19
5	Provide details of free legal service	PH	5/7/19
11	Undertake Safeguarding Level 1 training	CBS	September 2019
12	Discuss Memorandum of Understanding	PH/John Bowman	5/7/19
13	Inform JB of suggested changes to policies; amend policies	HB/CBS/PH	5/7/19
15	Exit interviews for staff leaving	HB/CH	End of summer term
15	Discuss role of Director with responsibility for Finance	GW/CBS	5/7/19
15	Note proposed change of day for Directors' meetings from September	Directors	September 19