

**Minutes of Directors' Meeting
19 January 2018 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), Mr G Wood (GW) (Director)

Also present for Item 1: N Jarrett (NJ) (Head RC), J Wynn (JW) (Head SM); present for Item 12: E Bowring (EB) (SENCO)

Clerk: Mrs A Howard (AH)

RC: Richard Crosse

SM: St Mary's

TH: The Howard

PP: Pupil Premium

EYFS: Early Years and Foundation Studies

TA: Teaching Assistant

ARE: Achieving Age-related Expectation

GD: Achieving Greater Depth

GPS: Grammar, Punctuation and Spelling

CEO: Chief Executive Officer

MUGA: Multi-Use Games Area

HoS: Head of School

GDPR: General Data Protection Regulation

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

JW presented a brief report on SM, saying that there had been a number of staff changes and a new team in Foundation, but everyone has settled in well and there is a good atmosphere in school. A parent training to be a TA is also in school, together with a number of volunteers. There are many sporting events and clubs, including archery, with competitions e.g. at Hart School in Rugeley. Due to Stuart Challinor's efforts, SM has been given a Gold Sainsbury's Schools Games Mark. Teaching observations have taken place. JW presented data for the school, showing that Reading was reasonably strong, Writing is progressing and Maths is exceptional in Y4 and good in Y6. He explained the use of Building Blocks to show progress in addition to attainment, with 2 points progress expected each term. This showed that although attainment in Maths was very good in Y4, progress could still be improved. The teaching of GPS has evolved and is now really embedded in everyday teaching. MHC suggested that Directors could look at a GPS paper to see how difficult it is. The combined data are affected by the progressive nature of the reporting of Writing. Directors asked about the movement of staff and JW considered that the Y1 transition has improved because of the change of teacher; PL said that staff often want to move for a change of year group and more experience. HB proposed that staff who have recently changed role could be interviewed after a month in the new role (perhaps by PL) to see if they are happy and have any suggestions to make. JW was thanked for his presentation and all his hard work.

NJ presented data for performance at RC at the end of the autumn term. This showed that Y1 is a strong group and NJ praised the teacher for the classroom presentation and great working atmosphere. Children are encouraged to work independently and are making good progress. In Y2, there is a stronger picture with exceptional Reading and very good Maths; the teacher is working on Writing and Spelling. Y3 is a strong cohort, with very good Reading, good Writing, with many

expected to progress from ARE to GD; they are strong in Maths, producing a very good combined score. Y4 is an excellent group, children including SEN and PP children working exceptionally well; there will be work on Writing to improve the combined score. Y5 is more of a concern as they are not making expected progress; gaps in their knowledge have been identified and an additional three hours per week have been put into working on Reading, GPS and Maths (Writing is good). Y6 children are progressing well, with strong Writing and better attainment than in previous years at this stage in Maths. Booster groups and before-school sessions have been arranged for Y6 children. Building Blocks show that Y4 and Y6 are making good progress, staff are working on improving progress in Y1 and Y5. NJ was thanked for her presentation and all her hard work, particularly in extra teaching before and after school.

PL presented the report for TH, saying that the school was showing progress. He is concerned about EYFS and Y1, particularly Maths in Y1, but Reading and GPS in Y1 are good. Y2 has a number of children with problems, but it is hoped this will be addressed by the appointment of a TA. Children in Y3 are achieving well, with strong performance in Reading, GPS and Maths and there were pleasing sets of results in Y4 and Y5, with many in Y5 working at GD in Maths. In Y6, children are working well and are particularly good in Writing.

The Head of School Reports will be sent by email to Directors. All the staff were thanked for their contributions to the children's progress.

3. **Apologies** - Mrs C Humphries (CH) (Director). AH will update the attendance register.
4. **Pecuniary Interest** - Directors reviewed their declarations and amendments were noted.
5. **Minutes of last meeting** - The AGM minutes of the Directors' and Members' meeting held on 15.12.17 were briefly reviewed, but will be signed later by the Chair of Members. HB informed Directors of an email from the Chair of Members regarding local developments in MATs.
6. **Staffing** - PL stated that adverts had been put out for an Early Years teacher at SM, a Care Club supervisor and a TA at TH. The closing date for HoS at TH is 19th January and dates for interviews were arranged. *Confidential item.*
7. **Trust Growth** - *Confidential Item.* GW agreed that there were financial reasons to expand and PH thought it worth reviewing other academy models and also forward planning to ensure that HoS and middle management are ready to take on more responsibilities. HB recommended more in-house leadership support to prepare staff for management roles.
8. **Finance** - AHod reported that the Annual Accounting Return had been signed off and submitted, albeit with a 0.1 rounding error noticed by the Auditors at the last minute. Directors were shown the state of the finances, with £5000 over budget over the month for staff costs. Projections show that the reserves of £350,000 will be reduced to £50,000 by August 2020. As part of the Management Accounting Report, AHod asked Directors to write off a small amount of staff expenses from previous years and this was agreed. GW reviewed the Gift Register and Charge Card account at the end of the meeting.
9. **GDPR** - The Risk Register will be reviewed once a term. Directors viewed the Risk Register (a copy will be sent to Directors) and AHod said a working party had met to start the data mapping process and set up a GDPR Action Plan. As part of the GDPR, Directors should now only use the TSSMAT email address for correspondence relating to Directors meetings, but an email will be sent to personal accounts to inform Directors of new messages. Staff in schools should use encrypted pen drives and laptops. PH will be involved in further GDPR meetings.
10. **School Improvement Policy** - PL presented this to Directors for discussion and copies of the SEF and SIP, with accompanying documents, will be sent out to Directors.
11. **Premises** - The Diocese had not initially approved the plans for the new classroom at RC, but had made some suggestions and after a meeting the plans will be sent to the Planning Committee for approval. Work could start in the summer, with the MUGA coming before the classroom. JS reported on planned housing developments in Elford; community funding could be sought from the builders towards funding the new classroom.

12. **SEN Report** - EB reported to Directors on SEN children in the three schools. *Confidential Item*. EB has joined a network of SENCOs and has also been holding trial SEN clinics in schools. She has been training TAs to do the baseline assessments. EB showed Directors a Provision map, which shows outside agency involvement and is updated each term; it also details the costs of SEN intervention. Directors were impressed by the amount of detail in this and EB was thanked for her hard work in producing it; she was also thanked for all her support at TH.
13. **Policy updates** - HB presented a Closure policy to be put on to the website, to reduce confusion about closing schools due to bad weather, lack of water etc. As TSSMAT has 3 different school sites, it is important that parents and staff are aware of the procedures followed in making a decision to close. HB will produce a summary of the policy to send to parents. This policy was agreed by Directors.
14. **Health and Safety** - There was nothing to report.
15. **Safeguarding** - *Confidential Item*.
16. **Any Other Business** - HB had circulated a job description on the CEO role and Directors approved this, with some amendments suggested by PH. She informed Directors about PL's Performance Management and it was agreed that work towards his targets should be reported to a Directors' meeting once a term. His targets for this year are:
- To develop a strategy for growth
 - Develop a Leadership programme for TH
 - Monitor and support the Headteachers.
- This was agreed by the Directors.
- HB reported to Directors on the 'Young Engineers Build' at RC; Y5 and Y6 have won a competition organised by Warwick University and are building a race car, which will run on solar energy and will be raced on a race track.
- PH distributed copies of the Spring Newsletter to Parents; slight amendments were made and this will be sent out to parents next week. PH was thanked for producing this and Directors agreed that it looked very professional.

Dates of next meetings –

(Directors' and Members' Meetings at Richard Crosse)

Directors meetings

16 February 8am
16 March 8am
27 April 8am
18 May 8am
22 June 8am
13 July 8am

Members meetings

7 March 8am
4 July 8am

LAG meetings

21 March 4pm at SM
4 July 4pm at TH

Signed.....

Date

Heather Bowman – Chair of Directors

Item	Action to be taken	Action by whom	Action by when
2	HoS Reports to be sent out to Directors	HoS	16/2/18
9	Risk Register to be sent out to Directors	AHod	16/2/18
9/16	Risk Register and review of performance management targets to be added to agenda once a term	AH	16/2/18 onwards
10	SEF and SIP documents to be sent out to Directors	PL	16/2/18
11	RC building plans to be sent to Planning Committee	PL	16/2/18
13	Summary of Closure Policy to be sent out to parents	HB	16/2/18