

**Minutes of Directors' Meeting
24 January 2020 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 J Smith (JS) (Director)
Also present for Item 4: R Mills (RM) (Head TH), J Wynn (JW) (Head SM), E Howard (EH) (Head AS), E Bowring (Acting Head RC)
Clerk: Mrs A Howard (AH)

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

EYFS: Early Years and Foundation Studies
TA: Teaching Assistant
LAC: Looked after child
ARE: Age-related Expectation
GD: Greater Depth
GLD: Good level of development
GDPR: General Data Protection Regulation
CPD: Continuing Professional Development
CIF: Condition Improvement Fund
SLT: The Shire Learning Trust
RSC: Regional Schools Commission

1. Welcome and Prayer
2. **Apologies** - Mr C Bradshaw-Smith (CBS) (Director), Mrs M Havelock-Crozier (MHC) (Vice-Chair of Directors), Mrs C Humphries (CH) (Director). AH will update the attendance register.
3. **Pecuniary Interest** - There were no changes to be made to the Pecuniary Interest Register with regards to Directors present at meeting. CBS is to update his Pecuniary Interest sheet.
4. **Head of School Reports -**

The Howard

RM presented the data for TH, saying that staff were aware of what children need to achieve and the focus was on accelerated progress and to raise GD throughout the school. Starting with KS2, the target for Y6 is 86% achieving ARE across Reading, Writing and Maths, with accelerated progress towards GD. KS2 data was discussed, with RM pointing out that Y4 was a small cohort of 5. *Confidential item.* With regards to KS1 data, the Y2 children had had the basics embedded from Reception onwards and a great deal of parental support. *Confidential item.* The target for Y1 Phonics was 80% to achieve the standard. In response to a question from PH, RM confirmed that moderation for Y2 and Y6 would take place in February. RM was congratulated on doing an excellent job and she commended her strong team of staff; being a small number, they had to work together, particularly if there was a member of staff absent. The staff valued the opportunities for CPD training.

St Mary's

JW presented the data for SM, explaining that numbers in year groups varied a great deal from year to year. A number of children have moved to SM from a school which is closing. *Confidential item.* Y5 children are a strong year group, *Confidential item.* In KS2 *Confidential item* the progress is good and interventions are in place. There is potential for GD amongst these children. Data in KS1 was discussed; Y2 is a small cohort *confidential item* and Y1 is working at an excellent standard, showing much potential. The Phonics target for Y1 is 87% and YR children are doing well. JW felt that the school was in a good place and staff morale was high; the movement of staff within the MAT had

worked well. A TA was now on maternity leave and a new TA has been appointed to cover this. He explained that he was now part of a support group for Staffordshire Heads and working with two other schools based in different areas; heads from these two schools had visited SM the day before to carry out a mock Ofsted inspection - JW had found this a really useful and very positive experience, and the behaviour of the children was excellent. JW was thanked for his report.

Anson School

EH presented data for his school, starting with KS2 data. In Y6, *confidential item* 80% are at ARE or above in Reading, Writing and Maths. Data for Y3, Y4 and Y5 was discussed, together with data for children working at a higher standard. EH explained that intervention and individual support measures were in place; he considered that there were fewer children being designated as Pupil Premium nowadays. At KS1, children were working at a good level and EH considered that the NQT teacher has settled in well. *Confidential item.* 86% of Y1 are on track to achieve the Phonics test and in YR 81% are working at GLD. In answer to PH's query, EH said that after a difficult start to the year, staff morale was now good and the support of TSSMAT had helped. EH was thanked for his report.

Richard Crosse

EB presented the data for RC, showing that 95% of children in Y6 are at or above ARE for Reading, Writing and Maths. In Y5, however, the figures were lower at 78% for Reading, 67% for Writing and 83% for Maths. PL and EB have held pupil progress meetings with staff to look at value-added progress from KS1. There is a focus on Reading, aiming to raise the standard and profile; RM has given the school many ideas on improving this. EB is looking at using interventions more effectively, ensuring that TAs are giving 'short, sharp' focussed sessions. If the budget allowed, PL would like to see more targeted intervention by an additional TA at the school. HB asked whether people are coming into school to help with readers, but there is only one parent helper at present. HB also asked about the Reading Scheme and whether it is still appropriate; PL and EB said this is under review at present. The school website has lists of age-appropriate books and a variety of different books are being shared across the MAT. Data regarding the percentage of children working at a higher standard was presented. PL reported to Directors that he has arranged for the MAT to change from PUMA to NFER tests for Y3-Y5, with two testing points in Autumn and May. KS1 data was discussed, including those working at GD; 88% of children in Y1 are on track to achieve the expected standard in Phonics. As Acting Head, EB thanked the staff for being so supportive and flexible. EB was thanked for her report.

5. **Minutes of last meeting** - The minutes of the AGM held on 20.12.19 were reviewed and these will also be reviewed by Members and signed at the next meeting with Members. Confidential items were identified.
6. **Finance** - With the departure of the Director of Business Operations, PL reported that the accountancy firm MLG is giving support on Trust finances for 2 days a week on a temporary basis. However, there have been problems with accessing the financial information and PL is considering moving from PSF to Xero software to make financial reports more instant and easy to use. Adverts have been placed for a Finance Officer and a Business Officer, each working 3 days a week for 40 weeks of the year; interviews will take place on 12 and 13 February, with shortlisting on 3 February. Sian from PHRP will join PL and SC to conduct the interviews. PL plans to devolve specific financial actions back to the individual schools. PH asked whether, with a view to future upscaling, an outside organisation could be used to run the finances, rather than working internally; however PL and HB considered that the MAT should have a central office function and its own Finance Officer. PL reported that the Annual Accounts Return had been successfully submitted.
7. **Trust Growth** - The letter received from SLT had been sent out to Directors and, as no further discussions will be taking place, PL will not consult with RSC about this. He is having talks with the Diocese on future growth. CBS had sent comments about top-slicing and PL confirmed that the top-slice for AS will be 5% from April; the top-slice for the other three schools is higher.

8. **Premises - Salix and CIF funding** The work on lighting at RC using SALIX funding has been completed. PL thanked the Caretaker for arranging her working hours to enable this to take place. The cost is £11,490, but RC will pay only 5% of this. The results of the CIF bids are awaited.
9. **Review of Policies** - The Admissions policies had been emailed to Directors to review; these were approved. CBS had sent a note about policies and it was agreed that a cover sheet should accompany the review of policies and tracking changes shown.
10. **GDPR** - This had been received.
11. **Safeguarding** - There has been a Section 157 audit across all the schools.
12. **Health and Safety** - JS had received reports on the schools before Christmas and will visit SM this term. A problem with heating and hot water at RC was discussed and JS stressed the importance of making a note of any actions taken. The report on one school had mentioned the presence of alcohol in the school; there was discussion on alcohol being present at PTA events and PL agreed to raise the issue with PTA and staff, particularly with regards to tombolas (to have 'bottle' tombolas separate and a ban on children buying tickets or taking away prizes from these) and storage of alcohol for fundraising events in school.
13. **Any Other Business** - PL mentioned the MAT production of 'Joseph and the Amazing Technicolor Dreamcoat' to be held on 13 June at the Red Rose Theatre in Rugeley and it was agreed that a charge could be made for tickets. There will be two performances on the day (matinee and evening) and Directors and Members, with their partners, are invited to attend.
With regards to CBS's notes on the balanced scorecard, it was suggested that a RAG (Red, Amber, Green) addition could be made on the following: Admissions, Strategy, Standards, Budget. AH has now included an Actions Folder in the Directors' Meetings folder on Google Drive.

Dates of next meetings –

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

Directors meetings: 8am on a Friday

28 February (Finance, Audit and Risk Committee)

6 March (with Members)

1 May

19 June

10 July (with Members)

Members meetings: 8am on a Friday

6 March (with Directors)

10 July (with Directors)

LAG meetings: 4pm on a Monday

9 March 4pm at TH

22 June 4pm at SM

Signed.....

Date

Heather Bowman – Chair of Directors

Item	Action to be taken	Action by whom	Action by when
9	To attach cover sheet and show tracking changes to policies.	PL/JBo	6/3/19
12	To visit SM with regards to H&S Report	JS	6/3/19
12	To discuss presence of alcohol in schools	PL	6/3/19