

**Directors' Meeting Minutes**  
**27 April 2018 8am**

Attendees : Mr P Lovern (PL) (Executive Head), Mrs H Bowman (HB) (Chair of Directors), Mrs S Cockayne (SC) (Director), Mrs A Hodgson (AHod) (Director of Business Operations), Mrs M Havelock-Crozier (MHC) (Director), Mrs J Smith (JS) (Director)  
Also Mr J Wynn (JW), Miss Jarrett (NJ), Miss R Mills (RM) (to present Item 5)

Clerk to Directors: Mrs A Howard (AH)

RC: Richard Crosse

SM: St Mary's

HP: Howard Primary

ARE: Age-related expectation

SEN: Special Educational Needs

PP: Pupil Premium

GPS: Grammar, Punctuation and Spelling

H&S: Health and Safety

CIF: Condition Improvement Funding

1. **Prayer** - PL started the meeting with a prayer.
2. **Apologies** - Mr P Halifax (PH) (Vice-Chair of Directors), Mrs C Humphries (CH) (Director), Mr G Wood (GW) (Director). HB gave apologies for having to leave the meeting at 10am.
3. **Pecuniary Interest** - There were no changes to pecuniary interest forms.
4. **Minutes of last meetings** - The minutes of the Directors'/Members' Meeting of 7.3.18 were amended to show that MHC had sent apologies for the meeting and were then agreed as a true copy. The minutes will be signed by HB and Colin Hopkins at the next meeting and confidential items will be identified before they are made public. With regards to Actions, PL has taken steps to set up an external validation process, starting in September. JS has continued to monitor actions on H&S inspections.
5. **School Reports** -  
**St Mary's:** JW and PL were congratulated on a very successful Ofsted inspection at SM. Parental comments were excellent, with the exception of a couple of parents who had raised negative issues. JW and the staff at SM were thanked for all their hard work and commitment. HB, MHC and GW were praised for their contributions to the inspection process. MHC had shown thorough knowledge of Safeguarding issues and also gave a very valuable contribution as a parent. The range of skills amongst the Directors is an important factor in the governing of the school. PL and HB were favourably impressed by the inspector who took an all-round view of the school, including leadership and extra-curricular activities as well as teaching, learning and data. It was noted that the systems and curriculum given a high rating in the inspection are the same across the three schools, which shows that the MAT is working well; teachers and staff from across the MAT came to help at the school the evening before the inspection and this was seen as a major help and support by SM. The action points were concerned with continuing to make all teaching the same as the best teaching in the school and continuing to improve outcomes for all pupils by enabling more children to achieve greater depth. PL said JW should take credit for making SM a harmonious, happy place and a lovely school. JW thanked everyone for their support.  
**Richard Crosse:** NJ outlined the main events which had taken place, including World Book Day, Sports Relief, Easter service, school productions, trips, outdoor learning and residential. It had been a very busy term. The Headteacher's report will be sent out to Directors with more detail. She

explained the background to Oliver's Fund, for which money is being raised as part of Sports Relief and a sponsored swim. There have been no safeguarding issues, but a number of children are discussed weekly in staff briefing to highlight any concerns. Before presenting the data, NJ showed Directors examples of work by Pupil Progress children in different year groups at the beginning and end of a period of time and Directors were impressed by the progress made, with HB saying it was a useful way of judging how the school is raising attainment and closing the gap. With regards to data, NJ reminded Directors that the targets are 80% at ARE with 20% achieving greater depth; she presented graphs showing that Y1 are reaching this target in Reading and working on the other subjects to achieve this and Y2 have hit the targets in Reading, GPS and Maths, with Writing progressing well. NJ congratulated the teacher of this class and the two TAs who are all doing a fantastic job; behaviour and expectations have all improved in this class. In Y3, targets have been met in Reading and Maths (in GPS they are working on Y4 spellings); Y4 children, a number of whom are Pupil Premium or SEN, have reached targets in Reading and GPS, so they are working on improving Maths. NJ praised the teacher in Y5 who has put new intervention in place for Reading, this group are making good progress and have reached targets in GPS and Maths. Y6 were congratulated on all their hard work leading up to SATs, attending Study Club at 8am four mornings a week and reaching targets in GPS and Maths. The use of building blocks showed progress made by all the year groups in Reading, Writing and Maths. NJ was thanked for all her hard work, particularly in providing Study Club, and for her help and support at SM for the inspection.

**The Howard School:** RM presented the Headteacher's Report, saying that although she only started at TH after February half-term, she feels that she has galvanised staff and parents at the school who appreciate her drive to improve standards. She is teaching Maths, Reading and Writing to Y1 and Y2 in the mornings and this has also helped to improve the work of Reception and Y3/Y4 in Class 2. Teachers, TAs, peripatetic teachers, lunchtime and Care Club supervisors and office staff are all very supportive and make a strong team. HB recognised that RM was providing positive leadership. RM showed Directors the Enrichment portfolio she is developing to show parents and visitors. She thanked the many volunteers and is working with The Friends of Howard who are doing a lot of fundraising. Many clubs and sporting activities are taking place each week. RM is aiming to improve attendance and behaviour, with a number of new initiatives in place to do this. JS asked about communication with parents and RM agreed that this needs to be improved so parents are aware of new systems in place. Lunchtimes and playtimes have been targeted, with assistance from The Rawlett School and Y5/Y6 children as play leaders, to reduce low-level behaviour problems. RM congratulated the new teacher in Reception who is working hard to improve standards and is making significant progress. She presented data showing that Y1 has struggled with GPS, due to problems with the terminology used, and needs to work on making progress; Y2 is a small complex group with a number of SEN children; Y3 is working well in Reading and GPS, Y4 is very good in Reading, GPS and Maths, Y5 are working very well in Writing, Reading and Maths. Y6 are preparing for SATs; there are a number of Pupil Premium and SEN children in this year group. There is a school focus on Writing, but building blocks show that the children are making progress in all subjects.

Two new children have been welcomed into the school. *Confidential Item.* Directors discussed the number of SEN children, those with complex needs and looked-after children in the school and RM explained that there have been many contacts with outside agencies and attachment training for staff. She is emphasising the school values and rules in school assembly. RM was thanked for presenting the report and all her hard work at TH.

6. **Finance** - PL said that TSSMAT was on track against the budget, however Directors are aware of the economic pressures. He was pleased to report that the bid for CIF funding for a new heating system at SM had been approved. AHod reported that the bank account had £263,000 in at present, plus additional ring-fenced CIF funding money. A VAT refund of £40,000 had been received and would now be claimed monthly. The March accounts were showing a deficit of £6,000 for the year to date, ahead of the budget. Directors agreed slight increases in charges for 2018/19 for school dinners, nursery wrap-around care and Care Club.

7. **MAT Growth** - Anson School, Great Haywood, has confirmed that it definitely wishes to join TSSMAT and PL has had meetings with two other schools who have expressed an interest.
8. **Policy Updates** - The following policies had been emailed to Directors and were reviewed: Asthma, Biting, Collective Worship, Toileting and Intimate Care, Managing Aggressive Behaviour from Parents, Minutes of Governing Body Meetings, Physical Restraint, Racial Equality, Website. AH suggested that the Minutes of Governing Body Meetings Policy should be slightly amended to cover Members', Directors' and LAG's meetings rather than Governors' meetings. Directors agreed to ratify all the policies, with the amendments noted for the Minutes of Governing Body Meetings Policy.
9. **Health and Safety** - JS stressed the need for the chemical cleaning products cupboard at TH to be kept locked at all times during the school day.
10. **Safeguarding** - MHC plans to complete a L2 Safeguarding course in June. A member of staff at SM will complete her L2 shortly; at TH RM will complete her L3 and a teacher has gained L1 and L2; NJ and a teacher at RC will be completing their L2 training. PL as Designated Safeguarding Officer attended a course on Online Safety in Schools and will be completing L4 training later this term; he will disseminate this information to staff in TSSMAT. MHC asked about the central record, DBS records and about staff refreshing their L1 training: PL said it has to be retaken every 3 years, but he also presents a Safeguarding update annually and asks staff to sign to show they have read the latest information.
11. **Any Other Business** - PH had sent an email asking whether Directors wished to produce a newsletter at the start of the new term in September, reflecting for example the appointment of a new headteacher at TH and a successful Ofsted inspection at SM. Directors agreed that this would be a good idea and PH offered to compile it, if Directors could feed information to him to include. PL gave an update on staffing: a teacher at RC is moving to a new school and interviews will be held shortly for this position. There are some extra costs involved in the rearrangement of staff, but changes are to be expected as staff move on or have lifestyle changes.

**Dates of future meetings:**

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

Directors meetings

18 May 8am

22 June 8am

13 July 8am

Members meetings

4 July 8am

LAG meetings

4 July 4pm at TH

Signed.....

Chair of Directors

Date .....

Item	Action to be taken	Action by whom	Action by when
9	Ensure cleaning cupboard is locked	PL to inform RM	During school day
10	Provide copy for PH to include in Newsletter.	Directors	End of summer term