

**Directors Meeting Minutes**  
**28 April 2017 8am**

Attendees : Mr P Lovern (PL) (Executive Head), Mrs H Bowman (HB) (Chair of Directors), Mrs A Hodgson (AHg) (Director of Business Operations), Mr P Halifax (PH) (Vice-Chair of Directors), Mrs M Havelock-Crozier (MHC) (Director), Mrs J Smith (JS) (Director)  
Also Mr Wynn (JW), Mrs Hupfield (PHu), Miss Jarrett (NJ), Lesley Denby (LD), Lyndsey Derry (LDy), Harriet Jennings (HJ) (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

EYFS: Early Years and Foundation Studies

GPS: Grammar, Punctuation and Spelling

1. **Prayer** - PL started the meeting with a prayer.
2. **Apologies** - Mrs S Cockayne (SC) (Director), Mrs C Humphries (CH) (Director), Mr G Wood (GW) (Director)
3. **Pecuniary Interest** - There were no changes to pecuniary interest forms. PL has received a Statement of Assurance from Member David Grewer regarding consultancy work.
4. **Minutes of last meetings** - The minutes of 24.3.17 were agreed as a true copy. HB signed the minutes. JS asked for clarification of the online incident log and it was agreed that the MAT PA would provide JS with monthly screenshots of the schools' incident logs. Confidential items were identified.
5. **School Reports - St Mary's:** JW presented the school report for SM. There were no staffing changes apart from a teacher leaving on maternity leave. SM has a number of volunteers who come in to help. Two children have left the school and two new children have come into school who receive support from the local authority. There are many extra-curricular and curriculum enrichment activities, including community involvement and competitions. A phonics workshop for parents was well received. Monitoring and evaluation have taken place, with lesson observations showing good to outstanding teaching; pupil behaviour is good, with a consistent approach to behaviour across the school, and there is 97% attendance. A Y6 child at risk of exclusion was moved to RC initially for 3 days, but in fact has stayed at RC and will take SATs there; this has shown the value of the three schools working together in the MAT. With regards to data, JW showed directors the data for Reading (support is in place for Y1 and there is a lot of intervention to ensure that Phonics is improving), Writing (showing good progress with Y5 very close to reaching ARE), GPS (Y3 are dropping marks in spelling and a transition term for the end of Y2 is planned to introduce the more difficult spellings) and Maths (showing strength at KS2, with all cohorts on target). Overall Y4 is the strongest cohort, but all are making good progress.  
**The Howard:** PHu presented the data for HP: for Reading, in Y5 all have made some progress but more improvement is needed and Y1 is a small cohort who will benefit from being in a bigger class next year; for Writing there has been a focus on writing in Y5 which has been reflected in the results, but this has had an effect on the GPS results so more work needs to be done on this. Spellings are very good in Y1 and Y2 but Y3 children are finding there is a big jump from Y2 in the

spellings to be learned. Maths is becoming an area of strength and mastery in Maths enables the children to know how to apply their Maths knowledge. PH felt the overall picture was realistic and staff were looking to ensure that children are achieving in all areas, with intervention focussed to do this. In her school report, PHu said there had been no staff changes apart from the departure of the janitor. One new child joined the school earlier in the year. PHu reported on the enrichment activities, sports, school visits, the new vicar in Elford, behaviour and attendance (96%) and the great support from the Friends of the School who have raised £11,000 so far.

**Richard Crosse:** NJ gave the school report for RC, saying there had been no staff changes and the only use of supply cover was for a teacher on jury service. 3 children (from one family) have joined the school and a child has transferred from SM who is being supported and will be given a robust programme for transition to secondary school. There have been many extra-curricular events and activities, including sporting events outside school supported by staff. PH praised the performance of Peter Pan. The Maths and Early Years workshops for parents were well received. RC is working on ensuring consistency on the rewards system. Lesson observations have been rated as good to outstanding. In presenting the data, NJ said that for Reading, Y1 and Y2 are outstanding but Y5 has dropped slightly; in Writing, Y3 are not in line with expectations and interventions have been put in place; in GPS, Y3 are making an improvement and Y1,2 and 4 are doing well; Maths is very strong with a good use of mastery and Y5 and Y6 (where there is a high proportion of SEN and PP children) are making good progress. Overall, the graphs showed excellent progress and NJ had brought in examples of children's work to show the improvements made.

Directors were asked to volunteer to monitor the invigilation of SATs during the week starting 8 May.

PH asked that Heads of School used the same axis labels for their graphs to make comparisons easier.

**EYFS:** LD presented a report on EYFS with information on the cohorts at the three schools. There is a positive picture, but EYFS children will be assessed differently this year to show how well they can work independently, so the data will not be as favourable. The Nursery at RC is over-subscribed with 18 applying, but letters will be sent to those who have not been offered a place to inform them that places are available at SM where 8 families have applied. Strengths of EYFS are the behaviour and engagement of the children and the teaching of PSHE; LD feels that more should be done to ensure that the environment for EYFS is right, with appropriate provision and developmental practice and more outdoors learning. She has met with an EY adviser and will be developing a better assessment tool which looks at what the children are doing and how well they are engaged.

**KS1:** LDy presented the report for Maths and KS1, saying that TSSMAT is in a good position in Maths, particularly at KS1. Observations have taken place, consistency of marking and presentation across the MAT has been monitored, there have been termly meetings with Maths champions and LDy has attended Maths updates, feeding back to staff. A Maths workshop was held for parents and children led the presentations. Booklets will go out to parents showing the strategies used in calculations. The use of the new curriculum in mixed-age classes has proved more difficult. In KS1, LDy reported that all the staff were dedicated and working hard. Word tins are now used for children to practise reading words. Assessment is now more rigorous, moderation takes place internally and with other schools. LDy would like training on what 'greater depth' looks like and also more time for KS1 staff to meet together; PL said that this is planned for the coming year. She would like a theme-based KS1 day when the KS1 children throughout the MAT get together. LDy has also been working on Care Club provision including the policies and procedures and the welcome packs to be presented to new parents.

**KS2:** HJ presented the report for KS2 and RE. In KS2, Reading and Maths are strong areas, but GPS is an area for development, particularly spelling in Y3. MHC suggested using word tins to practise spellings for the older children, as used for reading in KS1. Spelling intervention has worked well across the three schools. For writing, staff have looked at children's books together to moderate marking and assessment. HJ said she had received very useful support from Dave Grever to help

her in her new leadership role as KS2 co-ordinator, reviewing moderation and assessment. Strengths in KS2 include planning and consistency, the monitoring of books and the experienced staff who are willing to share their knowledge and help other staff. There are many extra-curricular activities and outdoor learning takes place, with staff being very proactive in developing new activities. HJ considered that developments should include reviewing the Teaching and Learning policy to identify what is taught at KS2, peer mentoring across the three schools, development of outdoor learning and embedding of technology into the curriculum so that children engage with ICT. PH asked whether the technology presently in use was working well and HJ thought that the iPads were brilliant with many apps which could be used, the laptops at RC were a bit slow and wireless and internet connections were now good. Regarding RE, HJ said it had been a positive year with the excellent SIAMS report. Strengths include planning, assessment and observations. HJ and PL will attend a day training course on understanding Christianity, to deepen their subject knowledge. Resources were recommended by SIAMS for Worship. MHC and PL agreed that the vicar at Colton is very proactive and wants to be involved in TSSMAT; PL and HJ are considering a theme day based on Ascension Day. The staff are enjoying teaching RE and the cultural links are being extended with links to Buddhists, Faith Days and Faith Trails, to increase the children's exposure to other religions as part of the Social, Moral and Spiritual aspects of the curriculum.

6. **Improvement Plan** - This will be discussed further at the next meeting.
7. **Finance** - The accountant will meet up with AHg during the following week and will have remote access to PS Financials with a view to getting the financial reports completed. There is £187,000 in the bank with a further £96,000 VAT reclaim due to be paid in. PL reviewed the staffing plans and presented figures showing that, with natural wastage and maternity leave, the situation may not be as bad as predicted. Provisional figures from the Budget Modeller show that costs including staffing, Care Club, Catering and MAT and other costs amounted to £1,316,804, while income including government grants amounted to £1,345,738. It is hoped to maintain the class structures and use some staff to cover non-teaching time for the Heads of Schools. It was agreed that the Head of School at HP should be a permanent post and two people will be interviewed for the post on 2 May. Various scenarios were discussed and PL was given approval to take appropriate action. PL informed Directors that the bid for £650,000 for RC building work had been successful. However, funding for the new boiler at SM had been rejected and AHg will look into emergency CIF funding. The Financial Scheme of Delegation, the Charges and Remissions Policy and the Financial Scheme of Delegation have been emailed to Directors. Directors reviewed the Gifts Register and HB signed off the gifts received by staff and the gifts given by TSSMAT.
8. **MAT Growth** - HB and PL had met with representatives from Anson School, Great Haywood, who seem keen and are looking to progress this further. There will be a meeting on Weds 3 May at 6.30pm at Anson School and Directors are invited to attend. There was a discussion on due diligence aspects and matters to be considered between the two schools and AHg will provide information she has on this. Another school has expressed interest in joining TSSMAT.
9. **Any Other Business** - Although it was planned to have individual meetings with Directors during May, PL suggested that a Finance meeting should be held on 26 May for all Directors; this will look at Staffing and the Budget. PL's school credit card statement was signed off. Directors were informed that the server will be installed at RC during half-term. PL read out a letter received from a parent of a child at The Howard Primary School, this was discussed at length by Directors and steps were identified for remedying the situation.

**Dates of future meetings:**

Directors meetings

26 May 8am            Finance meeting  
23rd June 8am        Business Functions  
14th July 8am        Teaching and Learning

LAG meetings

12th July 4pm

Members meetings

12th July 8am

Signed.....

Date .....

Chair of Directors

<b>Item</b>	<b>Action to be taken</b>	<b>Action by whom</b>	<b>Action by when</b>
5	Volunteer to monitor invigilation in SATs in RC, SM and HP	Directors	8-11 May
8	Meeting at school interested in joining TSSMAT	Directors	3 May, 6.30pm
8	Provide information to HB on due diligence aspects	AHg	Before 3 May
9	Note change of May meeting arrangements	Directors	26/5/17