

## **Real Life Learning Trust**

### **Meeting of the Board of Directors**

**18th October 2017 6.15 pm**

**Acton Primary School**

**MINUTES – PART 1**

In Attendance: Laura Leather, Chair (LL), Bev Dolman (BD), Jo Edwards (JE), Verity McKay (VM), Nick Brown (NB) , Melissa Parry (MP), Yvonne Wood (YW), Neil Duncalf (ND) Lesley Latronico (LLa), Liz Ford (LF).

LF Chaired the Part one agenda

#### **1. APOLOGIES**

Apologies had been received from Penny Holding and Fiona Sloyan, and from Laura Leather for a late arrival

#### **2. DECLARATION OF INTERESTS**

VM confirmed that she was an employee of Poole Alcock, and YW confirmed that she is a Director of Bennet Brooks.

#### **3. MINUTES OF THE PREVIOUS MEETING**

13th July 2017 - notes of the meeting were accepted as a correct record  
21st Sept 2017 - notes of the meeting were accepted as a correct record.

#### **4. MATTERS ARISING**

There were no matters arising from the minutes of either meeting.

#### **5. DECLARATION OF AOB**

- EPI pens
- Governor photos
- Directors day briefing

#### **6. MEMBERSHIP**

- To consider any changes to the membership of the trust, including Link roles

#### **7. FINANCE**

##### **a) Reserves policy**

As a continuation of the previous meeting, the Trust needs to develop a Reserves policy. A Reserves Policy is a document that outlines how much a

trust would like to keep in reserve to cover such things as redundancy should the trust wind-up.

Q does the insurance cover redundancy?

A: No - this just covers maternity pay

**Outcome;** delegate to finance committee and then send via email for approval

## 8. POLICY APPROVAL

**To undertake and annual review of the following policies:**

- a) To discuss and approve the Safeguarding policy
- b) To discuss and approve the SEN Policy
- c) To discuss and approve the Social Media policy
- d) To discuss and approve the Equality Objectives policy
- e) To discuss and approve the Admission Appeals policy
- f) To discuss and approve the Whistle Blowing policy
- g) To discuss and approve the Complaints policy

BD reported that she was in the process of developing a new policy framework and renewal timetable. She will bring this for approval and the relevant policies to the next meeting.

The only policy that required approval was the SEN that had been circulated via email to Directors

**Outcome:** All Directors confirmed that they were happy to approve the SEN Policy.

## 9. HT PERFORMANCE MANAGEMENT

- To agree date and arrangements for the HTs performance management for 2017/18

It was confirmed that JE, PH and FS made up the Headteacher Performance Management Panel, and would meet to progress the decision. The School Improvement Partner is due to be in school on the 22nd November, and an email will be sent to PH and FS to invite in.

**Outcome:** JE to send email to PH and FS to alert them to the meeting.

## 10. CHESHIRE EAST DIRECTORS REPORT

The Clerk gave an overview of the key points of the Directors Report including:

- A new Academies Financial Handbook is in force from 1st September 2017
- There is a free trial of Governorhub - which is a document storage facility for Governors.
- There is a new document out from the NGA - about how school leaders and governing boards can work effectively together

- Inspiring Governors service now up and running if you need to recruit more governors
- National Fairer Funding - Cheshire East will be modelling and communicating with schools later in the Autumn
- Admission arrangements for 2019 - consultation needs to be undertaken before January 2018
- Safeguarding - Changes due to be brought in following the enactment of the Children and Social Work Act 2017 mean that Local Safeguarding Boards may disappear and other local arrangements put in their place.

## 11. GOVERNOR TRAINING

- JE had completed the Modules on Stress awareness and Emotional Intelligence
- YW had attended a briefing on the General Data Protection Regulations
- LL, YW, PH, NB and MP had attended the Safeguarding Children training in school
- LF has completed the Andrew Hall online safeguarding course.
- LF had attended a Critical incidents briefing

## 12. PARENT COUNCIL FEEDBACK

The first part of the meeting was a FROCs meeting. The new Frocs chair is Helen Wynn-Jones, and she was welcoming of Directors' support for their activities.

### Parent Council - Calveley

Laura Torrie chaired the meeting. LLa will be invited to next meetings

There were a number of issues that are being taken forward:

- Use of Easyfundraising by parents and staff to raise funds for the school. Directors should be doing it too!
- A welcome pack for new parents would be useful.

*Directors discussed the need for a welcome pack as one is given to new parents, however this does not happen for in-year admissions, therefore this will be done.*

- Tennis Court - one parent raised it as they had used it over the summer and wanted this to continue. There was support for coaching after school or at weekends
- A request was made for children to get involved on the Sandstone Partnership sporting competitions so they can develop relationships with those feeding into Tarpoley High School. The Council had asked for support from Directors - the following discussion took place:

*JE is aware of the Sandstone partnership and has been working on this.*

*BD reported that PE funding is doubling and so there may be a possibility to review provision, however the criteria for the funding is not clear yet.*

- Parking was a cause for concern with cars being left in other than marked spaces. There was a request for parents to be reminded about the need to park responsibly and drive cautiously. Also a request that the hedge at the entrance to the car park be cut back to allow a better view when leaving the car park.

*BD reported that she has ordered two mirrors to be placed across from the entrance to aid better vision.*

*Q: Do you need to ask permission to install the mirrors?*

*Q: who's hedge is it - can we trim it.*

*BD said that the land owner was happy*

## **Parent Council - Acton**

### **Bed reported that there were discussions on:**

- Big debate over homework
- non gender schools - going to talk to school council about it before any changes
- Sports kit
- Parking raised a concern, and Directors agreed to arrange a meeting between the land owner, BD, YW and JE.
- Residential visits - BD had spoken to parents about future residential trips and discussed options to give variety. As joint year groups were going it was important to have two choices for each year group so that they don't attend the same venue twice. The following was proposed:
  - 
  - Years 2/3 - Candover Hall
  - Years 4/6 - Glamping in Lockerbie
  - Year 6 - trip to France - BD reported that she had provisionally booked - 2019 (current year 5) and had talked to parent council who were happy but obviously nervous.

Q: BD asked if Directors are happy with the visit abroad? there are obviously the formalities and risk assessments that need to be carried out - but she is asking for the approval to investigate.

Q what is the cost per child? - £400 per child for 4 nights, accom, coach, food, activities

Q what is the travel time - 5 hours to Dover, 2 hours ferry and 1 hour in France

Q what about those that cant afford

A: The school will look at fundraising activities to supplement parent payments. Could approach Acton, Brindley and Faddiley Trust, Rotary, Bunbury Parochial Society.

Q would you combine acton and calveley

A: Yes

Q will Brexit affect the arrangements as it is in July 2019?

A: Uncertain but this will be build in to investigations

Q what about ratio adults to child - does this change?

A: No stays the same although BD would increase - stay the same but we would increase

**Outcome:** All approved the year 6 trip to France. and gave permission to BD to investigate further

### 13. NANTWICH SHOW ABSENCE RATES

This is not available at this time and will be brought to the next meeting - although absence was not a problem.

**Outcome: Defer to next meeting**

### 14. TEACHER MENTAL HEALTH AND WELLBEING

LL had asked for this to be put on the agenda, as Mental Health is an important aspect that needs Directors attention. There is talk of the mental health of children but little on staff, and therefore LL asked what the trust were doing about protecting Teacher mental health. A discussion took place.

Q: do we have a mental health policy?

A: The trust has a stress at work policy

BD reported that there have been new practices to reduce teacher workload - such as Singapore Maths.

Q: Do we carry out a staff survey? There is a really good staff survey on Survey Monkey which can be benchmarked and is free to use (with certain limitations)

Q was asked to staff directors?

A: Teaching in general is a stressful career

**Outcome:** BD was asked to investigate the use of the Survey monkey staff questionnaire, and report back to the next meeting

### 15. REVIEW OF THE SCHOOL'S SELF EVALUATION (SEF) AND THE SCHOOL DEVELOPMENT PLAN (SDP)

**The SEF and SDP had been placed on the portal for all Directors to view. BD Ran through the SDP:**

**Ob 1 - Singapore Maths** - well on way. training and booked in coaching for staff and a parent workshop has been organised. Feedback from children has been very positive.

**Ob 2 - Middle Leadership** - A meeting had been held with middle leaders to reaffirm responsibilities. New folders for subject leaders have been created, lined to the new OFSTED framework.

**Ob3 new curriculum** - Underway with new topic books and success criteria

**Ob4.** BD had tasked NB to lead on this - leading on this and leading the school in its application for an award demonstrating a commitment to mental health and wellbeing of children and staff. He is producing a self assessment and will be drafting an action plan to undertake the actions necessary to get the award.

Cheshire East are also rolling out the next phase of their Emotional Healthy Schools Programme to all schools.

Q is it targeted at all year groups?

A: Years 4,5,6 - kids starting to talk about how they feel about something instead of their usual response to react

**Ob 5 - future sustainability**

- RLL website - speaking to web company and a new logo being designed
- Trust report completed
- Creating policy framework
- Sponsorship form with the Diocese

At the next meeting the milestones against these objective will be reviewed, and LL mentioned that this meeting will also look at the progress against the Directors Plan.

**Outcome:** All Directors approved the SDP and SEF

## 16. AOB

### **EPI Pens**

LF wanted to raise the use of EPI pens, as this had been highlighted in training that she had attended. The School are allowed to purchase pens.

A discussion took place, and whilst EPI pens could be purchased by the school and held, the responsibility for a child's medication is the parent, and they are responsible for supplying the school with medicine and also for checking the expires date.

**Outcome:** the school will remain with the system of parents supplying and checking that their child's medication is in date.

### **Director Photos**

LLa is working with admin staff to get Boards made with photos of all Directors pn. She updated on progress.

**Outcome:** Photographer will be asked to attend a future meeting to photograph Directors (subject to cost). The boards will also include the members.

### **Directors day**

BD reported that staff were concerned that they were not getting enough feedback from the day, and the observations of Directors

**Outcome:** The report and discussion on Directors Day will be shared with staff by the Staff Directors.

**Outcome:** The date for the next Directors day was moved to the 29th November 2017, and LL will be setting the plan and visit objectives.