

Real Life Learning Academy Trust

Meeting of the Board of Directors

21st March 2018 6.15 pm

Venue: Calveley Primary Academy

MINUTES – PART 1

	In Attendance: Laura Leather (LL), (chair), Bev Dolman (BD), Fiona Sloyan (FS), Penny Holding (PH), Jo Edwards (JE), Verity McKay (VM), Nick Brown (NB) , Melissa Parry (MP), Yvonne Wood (YW), Neil Duncalf (ND), Elizabeth Ford, and Lesley Latronico (LLA)
	ITEM
1	APOLOGIES All Directors were present at the meeting.
2	DECLARATION OF INTERESTS VM confirmed that she was an employee of Poole Alcock, and YW confirmed that she is a Director of Bennett Brooks. EF is a governor at Bridgemere School.
3	MINUTES OF THE PREVIOUS MEETING The minutes from the 18th February 2018 were approved as accurate record, with a minor change.
4	MATTERS ARISING There were no matters arising that were not on the agenda.
5	DECLARATION OF AOB a) ICT tender b) Carpark c) GDPR d) HT report e) Logo and marketing f) Staff Directors

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FINANCE

a) Term 1 financials - To discuss and approve

YW had circulated three sets of accounts (MAT, Acton and Calveley) for term one. They showed a positive picture with the MAT and Calveley showing a surplus, and Acton showing a slight deficit.

YW explained that the Singapore Maths cost had been significant, and whilst Directors had approved this investment - Directors also needed to be aware of the consequence of that, and discuss this investment coming from reserves.

Singapore Maths - Acton cost £7683
Singapore Maths Calveley cost = £5909

It was agreed to fund the investment in Singapore Maths from Reserves.

YW reported that budgets were mainly on track on a cost point. The slight deficit at Acton is due to additional costs for staff - higher grade than budgeted for originally.

YW gave a brief update from the Finance committee - full minutes were on the portal. She confirmed that all accountancy tasks were up to date such as filing the VAT return etc.

Directors continued to discuss the reserves.

Q) What amount of surplus do the DfE consider to be ok?

R) Whilst there is not definitive amount, YW suggested that this was around, 8% which the trust is above.

EF reported that at a recent training event, it was reported that there is over £9.82 million held in reserves across schools in England. Directors need to consider a plan to bring the Reserves in line with the 8%. Items had been identified to invest in.

Q) Do we still get devolved capital?

R) Yes but it is not a significant amount.

Q) Is there a limit set out in the Reserves Policy?

R) There isn't an amount and this can be reviewed.

Q) Would all the items identified come out of Reserves?

R) Yes

Outcome: Audit and Finance Committee were asked to review the policy in light of this discussion, and consider requests for investment - this will be brought back to the May FDB

BD stressed that we need to look at what is needed for a balanced budget.

Now that the financial system were in place and working well, BD reported YW would be taking an oversight role, with the Bursar and BD as Accounting Officer managing on a day to day basis. YW was thanks for her hard work in establishing the systems.

Q) EF asked whether the schools automatically renew leases? This had been prompted by her attendance at a recent training event.

R) BD reported that some are renewed, where this is the preferred option for staff - but only where it is less than £1000. Over £1000 three quotes are requested. For example the photocopier.

POLICIES

BD had produced a matrix with all of the policies on and when they were approved and need reviewing.

Q) PH asked whether policies should be linked to Directors with special responsibilities for oversight?

A discussion took place, and it was agreed that BD would review the list and assign a Director who would be responsible for reviewing and reporting to the FDB. Some policies need to be reviewed by the FDB, and this will continue.

All Directors still need to be aware of the policies and that they will continue to be placed on the portal. Directors will continue to review the implementation of policies at their Director Days.

Outcome: All new policies will be reviewed and approved by the FDB.

Outcome: BD will review the matrix and assign each policy to a Director, Committee to FDB.

Directors reviewed and approved the list of policies below - with the following observations / wordsmithing:

- **Anti bullying** - Approved - but needs amending to third person. Directors also questioned the use of certain words, it was noted that these were approved words.
- **Child protection** - Approved however para 16.6 'they are' needs clarifying; also changing to the third person.
- **Daily procedure policy** - Approved - no comments.
- **Disciplinary Policy** - Approved - no comments.
- **E-safety** - Approved - the Safeguarding Director will oversee this.

FS to check whether there is a module for Directors on E-Safety training

- **Allegations about staff Policy** - Approved - no comments
- **Social media policy** - Approved - no comments
- **Staff leave of absence** - BD represented an amended matrix which was approved
- **Volunteers in school** - Approved however the list should include specific reference to Supply teachers and also add Directors to the list.

It was also agreed that the wording should be strengthened to:

'volunteers will not relay anything' under the confidentiality section.

Outcome: All above policies were approved with the amends also above.

<p>8</p>	<p>GOVERNOR TRAINING</p> <p>FS reported that she had audited the training that Directors report against that of the LA records and confirmed it was the same</p> <p>EF and PH had attended ASP and IDSR training and will put the notes of the portal. However they felt that they needed more to feel confident with the new systems. The training was very in-depth but delivered at pace.</p> <p>Directors discussed the need for all to understand the new system, and BD suggested that this would be better delivered alongside the data in October / November.</p> <p>Directors were concerned that they need to be more familiar - BD had covered most of this in her HT report - which Directors were asked to review.</p> <p>Q) Is there a dashboard? R) This is what the ISDR provides.</p> <p>Q) Are we up to date with Safeguarding and Prevent training? R) FS will review training records and alert those Directors that need to review.</p>
<p>9</p>	<p>AOB</p> <p>a) ICT tender</p> <p>A member of staff had pulled together with support from Richard Hastie (Member) a specification with which 3 companies tendered against.</p> <p>Three quotes had been received Red top was the lowest price, but had not reflected the needs outlined within the spec. Me to UK - had provided a quote, but confirmed that they wanted to send an engineer to confirm. MGL was the more expensive but quote, but was more comprehensive, and have also been used by the school.</p> <p>Outcome: All Directors approved the appointment of MGL</p> <p>b) Carpark</p> <p>FS YW and BD met with Gateway 19 a planning consultancy who was supporting the owner on the options for the development of his land. BD had outlined the car parking requirements, and has also outlined the need for additional learning space. Consultants will review and come back/</p> <p>c) GDPR</p> <p>BD provided an update on progress to ensure compliance with GDPR. She presented a large matrix detailing all data held. This audit helpfully colour coded actions needed and she had completed a risk assessment. She confirmed that she has nearly completed the privacy notice needed, and a retention schedule. YW asked that all information relating tax should not be disposed of for legal reasons.</p>

a) HT report

BD had circulated the report prior to the meeting - Directors were asked if they had comments:

Q) A Director asked why support staff absence was so high compared to teaching staff?

R) BD explained that this was due to bereavement, and illness. Whilst high, these were legitimate reasons and she is not concerned.

LL asked for more information about the two interventions outlined: Cool Connections KS2; and Resilient Classroom KS1

NB explained that these were specific interventions to build resilience - staff were being trained to then deliver in the classroom.

Q) Have we used it?

R) Training only just complete - will be rolling out soon.

A Director asked about a recent exclusion that was reported. BD did not go in to detail but explained that a course of action had been taken.

Longer school day - sports premium

Directors asked for more information on the suggestion to increase the school day to accommodate the requirement for 30 minutes of activity per day for the SP.

BD explained that advice on how to fulfil the requirement of making sure all children are active for 30 mins a day along side other curriculum musts had not been forthcoming. Therefore BD wanted to do something that was more comprehensive and could evidence an impact. She was appalled by the statistics that now children will live on average 5 years less than their parents, that there continues to be an obesity crisis, and that girls are switched off sport by the age of 7. She felt that the worse thing that the schools could do would be to do the golden mile, which most schools have opted for.

She has undertaken research and balanced this with other curriculum obligations, and reached the conclusion that the 30 minutes should be added to the end of the day - with sports coaches brought in (4 coaches at Acton, 3 coaches at Calveley. Activities on Monday, Wednesday and Friday would be different activities targeted at all including HIIT training, zumba etc. On Tuesdays and Thursdays activities would be sport specific.

BD commented that this is doable and affordable, and that sports companies like it, saying it will create brilliant PR for the school.

The proposal that she would like to seek approval for is to trial this for the summer term - starting immediately after Easter. During the trial she will seek feedback and consult more fully with staff and parents - although staff are fully on board

Q) Have you checked with the bus companies?

R) Yes they are ok to change

Q) Have you run this past the School Council?

R) No not yet - this will be done in the summer term.

Q) How are you launching this?

R) BD outlined the plan to do a big parent launch - first week back after Easter, meaning that it is operations from that day. It will mean that the close of school changes to 4pm Acton and 3.45 Calveley. She is aware that she cannot make parents but would like to use the statistics outlined above to encourage parents to want their children to stay and she would encourage parents to stay also (at no additional cost).

Q) What will happen to school clubs?

R) The times of clubs will be pushed back to follow on from the new 30 minutes.

Q) What if the Government remove funding?

R) There is the new sugar levy that schools could bid to - but this is about children's health.

Q) Will it cause trouble with the after school staff?

R) This will be understood during the consultation.

Outcome: Directors approved the implementation of the trial and consult parents and pupils

Directors plan

LL asked for an update from all Directors on progress with their objectives.

Outcome: All to report progress by 20th April.

Logo and marketing

Staff had been working on the marketing for the Reaseheath Family Day, and had sent details / options to Directors. Directors discussed this briefly, were happy for staff to continue.

Outcome: All approved the approach and asked staff to continue.

Staff Directors

BD reported that NB would be leaving the school at Easter to begin a new career in Recruitment. Directors wished Nick well and thanks him for his time and hard work at the school.

MP was congratulated on her pregnancy. She will be in attendance at the May's FDB, but on Maternity Leave following that.

Given the possible imminent changes to the governance of the trust, BD asked how she should proceed with the recruitment of Staff Directors. Directors discussed the options including, temporary representatives, and whether these should be full Directors or non voting. All Directors need to be notified to Companies House.

Outcome: MP will be present as Staff Director at the May meeting. Another member of staff will be asked to attend in a non-voting capacity. This will be reviewed in light of the imminent Trust decision.