

*Our partnership of nurturing schools equips children with life skills for the real world.  
Together we build a firm foundation for their future, giving them the self-belief, re-*

**Real Life Learning Academy Trust**

**Meeting of the Board of Directors**

**12th July 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), Verity McKay (VM), Yvonne Wood (YW), Caroline Middleton (CM), Liz Ford (LF)

	ITEM
1	<b>APOLOGIES</b>  Apologies were received from Lesley Latronico, Neil Duncalf and Jo Edwards. Directors accepted these apologies.
2	<b>DECLARATION OF INTERESTS</b>  VM confirmed that she was an employee of Poole Alcock, and YW confirmed that she is a Director of Bennett Brooks and LF is a governor at Bridgemere School.
3	<b>MINUTES OF THE PREVIOUS MEETING</b>  The minutes of the meeting on the 10th May were approved as an accurate record.
4	<b>MATTERS ARISING</b>  There were no matters arising.
5	<b>DECLARATION OF AOB</b>  1. HT report 2. PE coaches and school day 3. EYFS project 4. Art shed 5. Sickness insurance 6. Crimewatch 7. Cleaners 8. School dinners

Chair approved: \_\_\_\_\_ Date: \_\_\_\_\_

6	<p><b>TRUST BUSINESS AND DIRECTOR RECRUITMENT</b></p> <p>Directors were delighted to hear that Melissa Parry had had a baby girl and passed on their congratulations.</p> <p>Directors also noted that this was Caroline’s last meeting and thanked her for stepping in to the Staff Director role and for her support to Acton School.</p> <p>LL also reminded Directors that FS will be leaving the position as Director and whilst will still have some involvement with the trust her services will be greatly missed.</p> <p>LL reported that following discussions, the trust structure moving forward is being finalised over the summer. It will consist of three Members, seven Directors (BD, four existing Directors and two for Bridgemere), Academy committees for each school with five members for Calveley, six for Acton, and seven for Bridgemere.</p> <p>LL and FS will be sitting down in August to review and suggest the appointment of Directors / members of ACs. The Clerk will also attend this meeting.</p> <p>The above will be finalised at the Extraordinary meeting in September, however it does mean that there will be number of vacancies on AC’s.</p> <p>Directors learned that the clerk is running a new governor recruitment programme locally and will work with LL to fill any vacancies.</p> <p><b>Outcome:</b> Carry on as is for Autumn, with a working party meeting between schools to move forward. Spring term will provide the transition to the new model of working.</p> <p>a) Training and Development Director: FS stepping down. Recommended to approach JE. Will look at this role being trust wide no need for three x TD.</p> <p>b) Academy Committees - discussed - Clerk to help with structure as above.</p> <p>It was also noted that there will need to be two staff directors for first two terms. BD to arrange.</p>
7	<p><b>CLERKING ARRANGEMENT</b></p> <p>The clerk was asked to leave whilst Directors discussed clerking arrangements for 2018/19 academic year, for the FBD and Academy committees.</p> <p>The Clerk was invited back in and noted that it had been approved by Directors to continue to use Insight to Impact Consulting for its clerking services for the trust.</p>

**FINANCE**

a) 2018/19 budget

YW ran through a very detailed note and budget sheets, and made the following observations:

**Multi-Academy Trust:** this budget includes senior roles, admin and licensing divided between schools proportionately. There is an intention to build a reserve by keeping a surplus of £1k per year.

**Acton:** This budget is worse case, as currently we are 7 children down for next academic year

Q. Why a reduction?

A. Low birth rates - issue across all schools.

The school is showing an in-year deficit of £11,434, with a surplus brought forward of £246,385 which is being reduced.

Calveley: Again this is worst case scenario, however numbers at Calveley are a little more stable.

The school is showing an in-year deficit of £11,293, with a surplus brought forward of £146,877 which is being reduced.

Budgets for both school are also dependant on the decision on the implementation of a national pay award for TAs and support staff, and the date that it will be awarded from.

School meals are currently £2.35 per meals. Proposed to increase the cost of meals to £2.40 from September out of necessity as there is a deficit on meals.

**Outcome:** All Directors approved the increase

Outcome: All Directors thanked YW for her report, and noted that the reports were on the portal.

**Spending the reserves**

At the last Directors meeting, it was agreed that Staff would bring to Directors business cases and quotes for needed items that could be funded from the reserves.

There are no proposals currently for Calveley, however there were two projects recommended for Acton

- **EYFS outdoor area**

The dropping of the windows has been approved by the finance committee. This proposal is for improving the outdoor area as it is poor. There is a need for a cover to make EYFS free flow and allow use at all times. Quotes have been invited:

- Maple leaf cheapest but not felt good value.
- Paul Smith - favoured as more comprehensive.
- Broxap - Most expensive.

*Q. How long is needed?*

*A. We are assured that this will be completed in the summer.*

Total budgeted cost £27,815, plus £3,144 for provisions.

**Outcome:** All Directors approved P Smith canopy with a summer build

#### • **Art shed**

The second proposal is for an ArtShed. This includes replacing the existing shed with a log cabin at the back of the school to provide better art facilities.

*Q. Is this something that other schools can use ?*

*A. Yes*

The school is exploring putting in a bid for community funding - but criteria means that it has to be used for community use so there are opportunities for community hire to run courses. BD is also keen to get greater depth children from across the area to come and use it and charge.

*Q. We are fortunate to have an Arts Specialist in school, but what if she leaves?*

*A. The school would work to ensure that it isn't dependant on a single member of staff, but could also advertise for an arts specialist to replace.*

*Q. Can we afford it, previously we have not been good at getting the community to use facilities and also the village hall provides a lot?*

*A. Reserves are high and it could be afforded, however will seek funding to make it more affordable.*

**Outcome** - All Directors supported the idea and approved the school moving forward with a funding bid and then they would consider in principle subject to grant. BD to report back in September.

#### **Staff Absence Insurance**

The school had invited 3 quotations for insurance.

£17,166 - too high

£14,231 - current provider

£12,148 - cheaper but not as comprehensive

**Outcome:** Directors approved to continue with the current provider as the terms and conditions were better.

Chair approved: \_\_\_\_\_ Date: \_\_\_\_\_

9	<p><b>DIRECTOR REPORTS</b></p> <ul style="list-style-type: none"> <li>• SEN - LL reported that the new Acton senco is fantastic and is completely on top of the data, she had also met with the Calveley Senco. Website needs updating. BD has reported on SEN within HT report.</li> <li>• Pupil Premium - JE was absent from the meeting.</li> <li>• Safeguarding - PH reported that she has termly meetings with BD - throughout the year and has contact with parents during visits. There had also been a Safeguarding Audit at Bridgemere - with no major issues.</li> </ul>
10	<p><b>COMMUNICATIONS</b></p> <p><b>Feedback from Directors' Day:</b> Four Directors attended, and a summary of the content is on the portal.</p> <p><i>Q - Of the five actions to be taken forward, one is about Real Life learning, and it not being so visible in Calveley - why is this?</i></p> <p><i>A. BD reported that whilst it is still early days for the implementation of the new curriculum, and staff are working to ensure that this is embedded.</i></p> <p>Directors discussed that the role of Directors Day will change after the first two terms, as under the new structure, the Academy Committees will do it for their own school, and the trust will look at consistency across the schools.</p> <p><b>Annual newsletter progress:</b> FS had received a couple of items, but asked that Directors send items asap.</p> <p><b>RLLAT Logo:</b> A copy of the logo was circulated and all Directors confirmed that they were happy with logo and that it reflected real life learning.</p>

Chair approved: \_\_\_\_\_ Date: \_\_\_\_\_

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**GOVERNOR TRAINING**

**Skills Audit** results had been published and the skills that the trust was lacking is self explanatory. The audit will be used as the Local Academy Committees are created.

FS reminded Directors that they needed to complete their Self-evaluation for 2017/18 . FS will send around templates and impact statements. To be completed and sent to FS by end August for acceptance at the September meeting.

**Chairs 360:** six respondents, and the summary showed a slight improvement in 2018 on the following measures: a clear vision shared by all, challenge of the EHT, meetings more focused

RLLAT emails will be created for all Directors in line with GDPR.

*Q. Can we use the schools IPADs in future meetings, to avoid printing and to allow easy access to meeting documents?*

*A. Yes BD will arrange*

**POLICIES****Safer Recruitment Policy**

The following comments were noted:

- Information from candidates will be kept whilst they are employed
- Directors are not recruited - but are officers of the trust, therefore add a line on Directors

**Curriculum Policy**

The following comments were noted:

- There is no appendix A as at the last meeting
- PH will pass on wordsmithing to BD

**Sex and Relationships Policy**

Directors were advised that the school had purchased literature to support this area of work.

**Outcome:** The above policies were all approved

In addition to the above, the board have previously approved via email the above policies, however to ensure that these are minuted - the board ran through and approved all of the following policies.

- Adverse weather Policy
- Behaviour and discipline Policy
- Capability Policy
- Complaints Policy
- Critical incident Policy
- Equality Policy
- Health and Safety Policy
- Marking Policy
- Presentation Policy
- Supporting pupils with medication policy
- Teacher appraisal Policy
- Whistleblowing Policy

**Outcome:** Directors confirmed that they had approved all of the above policies.

<p><b>13</b></p>	<p><b>DIRECTORS PLAN</b></p> <p>FS, LL and LF meeting on the 9th August to review 17/18 plan and pull together 18/19 plan .</p> <p>All Directors to send update on their progress prior to the 9th.</p> <p>It was noted that Directors were going to survey parents, however this had not been done and it was agreed that there was no point undertaking one now before the end of term</p> <p>The new plan will be presented to the 1st meeting of the new academic year for sign off.</p>
<p><b>14</b></p>	<p><b>DATES FOR 2 terms 2018/19 MEETINGS</b></p> <p>a. 4 x Full Directors Board</p> <ul style="list-style-type: none"> <li>• 18th October 2018 - 6:15 pm - Calveley</li> <li>• 28th November 2018 6:15pm - Acton</li> <li>• 24th January 2019 6:15pm - Calveley</li> <li>• 20th March 2019 6:15pm - Acton</li> </ul> <p>b. 1 x Extraordinary meeting - 12th September 6.15pm - Acton</p> <p>c. 1 x AGM - 10th December 2018 6:15pm - Calveley</p> <p>d. 1 x Data meeting - 4th October 6.15pm</p> <p>e. 2 x Director Day - 13th November 2018 and 4th February 2019</p> <p>f. Pay committee 5th September 2pm</p>

Chair approved: \_\_\_\_\_ Date: \_\_\_\_\_

**1. HT report**

BD reported that she had undertaken Singapore Maths observations. Delivery is still mixed, with challenges such as differentiation in mixed year groups. She is working with the original trainers to visit a beacon school with mixed classes.

*Q. With the squeeze on budgets, if in the future there is a reduction in support staff, how can it be sustained?*

*A. As Directors know, Singapore maths was introduced at the start of this academic year, therefore more support is needed to support years five and six as they have not been learning this method for very long. Those children lower down the school will be accustomed to using.*

BD reported that there are issues on the quality of lessons across both schools, and the school is working alongside the team that are supporting it to implement.

It was also noted that the plan to improve and implement Singapore maths is a five year development, and that it is going in the right direction.

*Q. Has there been any research on how pupils progress when they move on the secondary?*

*A. The school has not, however overtime we are sure that there will be.*

**Data**

BD gave a quick summary of the results with a **more** detailed session planned for the Autumn. Overall very pleased with the results at Acton and Bridgemere were expected. Results at Calveley were less positive.

**Difficult Parents**

Staff at Acton are reluctant to give up their free time to run events due to a number of parents and how they treat staff. Parents are rude and staff feel belittled. There seems to be an attitude that staff are not good enough.

Directors discussed this and have a duty of care for staff wellbeing. This is affecting all staff including BD.

*Q. What can we do as Directors to prevent this from happening?*

*A. We could send out a pre-barring letter to those that abuse staff.*

Need to develop a code of conduct that parents sign up to.

*Q. Is this a specific cohort?*

*A. No - it is across all years. not a cohort*

Outcome: Code of conduct to be drafted and issued with a covering letter from Directors - to be sent out in September.

Directors learned that a parent has come forward and will wear a tabard to help ease the parking situation.

Directors also commented that it is sad that the wonderful work that staff have done is lost amongst the bad comments and ill feeling.

### **PE coaches and school day**

BD reiterated the requirement for 30 minutes of exercise per day, as previously discussed with Directors. Most schools had gone down the route of the daily golden mile, however she wanted to create a system where children got to try different sports / activities and were therefore more likely to carry on as they get older.

Currently the school has been piloting a non-compulsory slot for this (Calveley has a compulsory lunchtime slot). It is working for most children, however there are a few children that do not access the session. However, we are obligated to support these children as the money is for tackling obesity.

BD is keen to learn from the pilot, and to ensure that it is sustainable and affordable. However, in its current form it is too expensive and cannot be sustained across the 3 terms. The funding currently is split between costs to train staff to be able to coach, and for the coaches themselves. Feedback has been really positive.

BD presented 3 options to meet the 30 minute requirement alongside other curriculum pressures. These were:

Option 1: leave as now - with active sports taking place from 3.30 - 4.00

Option 2: Provide active sports from 8.30 - 9.

Option 3: Change the school day - earlier start of 8.45, reduce lunch by 15 minutes to make up the 30 minutes, and hold active sports from 3 - 3.30

Directors discussed the merits of each option, and discussed option 3 in more depth.

BD explained option 3 in more detail. Teachers are contracted to work 1265 hours per year (Directed time). Option 3 brings this time to 1262 - which does not give sufficient flexibility. BD likes to keep 20 hours to cover emergencies / incidentals.

*Q. How long will children have at lunchtime?*

*A. 45 minutes still enough time to eat and play.*

*Q. How are other schools coping to implement?*

*A. Children are running around a track at lunch - or at a specific time of the day.*

*Q. What has been the response from parents?*

*A. 85 responses from to the survey from Acton half want an early finish others don't.*

**Outcome:** Directors preferred option 3 and asked for further investigation

#### **Crime watch**

The school operates an on-call rota to cover if the school alarm goes off. This is not satisfactory as staff are called to school alone. Staff should not be doing this. BD had investigated other options, including using a key holder company.

She continued that there is a company that charges £199 plus VAT per year to hold the keys. They then charge £37.50 per alarm callout.

**Outcome:** Directors asked BD to investigate further and bring this back to the next FBD, and stressed that staff should not attend alone.

#### **Cleaners**

The cleaning company used have increased their charges by £2 per hour . BD asked for authority to invite tenders to ensure that the school was still getting value for money.

**Outcome:** Directors approved this.