

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

22nd October 2019 - 7pm

Venue: Acton Primary Academy

MINUTES PART 1

Key

Red= Qs

Blue = Action req'd

Green = outcome

In Attendance: Dave Shaw (DS) (chair), Bev Dolman (BD), Liz Ford, Louise McDonough (LMc), Lynn Dove (LD), Jo Edwards (JE), Fiona Sloyen (FS)

	ITEM
1	<p>APOLOGIES</p> <p>Apologies had been received from Yvonne Woods and Richard Lewis. These were considered and accepted.</p>
2	<p>DECLARATION OF INTERESTS</p> <p>Directors that were present completed their annual declaration of interest form. For the purposes of the meeting, LF declared that she was a governor of Bridgemere School.</p>
3	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>Directors considered and approved the minutes from the 2nd July 2019. Item 11 was changed to reflect that the safeguarding visit was to Acton school only.</p>
4	<p>MATTERS ARISING</p> <ul style="list-style-type: none"> • DS thanked Directors for completing his 360 feedback. He confirmed that he has signed up to the chairing course provided by Ambition Leadership. LF to complete 360. • Item 4 - given the timescales for Bridgemere joining the trust moving on, do we need to review the articles? <p>Action: DS to review this with BD in light of Bridgemere conversion updates.</p> <ul style="list-style-type: none"> • Directors day - a decision is needed on whether Directors continue to carry out this role, or whether this is an Academy Committee role. Defer decision to December 2019.
5	<p>DECLARATION OF AOB</p> <ul style="list-style-type: none"> • Signage • Funding Bids • Parent Council

Chair approved: _____

Date: _____

6

TRUST BUSINESS

- **Review and approve the updated Constitutions for the Board, Committees and ACs**

DS presented the revised documents that had been refined to make clear. Suggested changes were highlighted in yellow.

Directors noted that there were some inconsistencies such as the title of the Trust Strategic Plan.

Chairs actions were clearly defined

Action: DS to review the TOR for consistency in titles / names

Outcome: All Directors approved the amendments.

Pay committee: Very little change, and the document sets out that the VC is the chair of this group.

Outcome: All Directors approved the TOR for the Pay Committee

EHT Pay Committee: Directors discussed the AC role in EHTPM, and concluded that the EHT is accountable to the Trust, and therefore the AC should not be involved. Advice has been sought from NLGs.

Outcome: Amend TOR and remove the Acs from EHTPM. Acs will have a role in providing information to support the evidence for the EHTPM.

EHTPM committee will consist of 2 Directors and the SIP. DS will chair, the other director will be called on dependent on the skills needed - finance or education.

Action: DS to review the TOR and communication flow in light of above.

- **Review and approve of the updated Scheme of Delegation**

DS highlighted that he had reviewed the SOD by considering the audience and how the actions work through. Need to ensure that the Board uses it as a checking mechanism

Financial SOD - DS feels that there should be changes in the approval level of the EHT. He will benchmark against others and amended. This will be sent to Directors for approval.

Q: What about debts?

R: No changes in debt write off.

Outcome: All agreed to DS amending and circulating for approval.

Action: DS to consult with YW and amend.

Chair approved: _____

Date: _____

- **Review and approve the updated Terms of Reference for Board of Director and AC role**

AC TOR Directors highlighted consistency issues.

Action: DS to check for consistency - H&S, SP SG and training

DS asked that Directors take another look at the documents and send comments by the end of the week.

Directors noted that the Curriculum and standards has been changed to the Quality of Education within the Directors TOR.

Q: JE asked for clarification on how the PP role links with the PP reps in AC's.

R: There is a need to define this further and JE and BD to meet to discuss what information is cascaded up and down.

Directors also need to work across the other specialisms - to ensure there is clarity about who does what, and that it is the AC's feeding the trust not the other way around.

- **Review and approve the now called RLLAT strategic Plan - change across all documents**

The Strategic Plan had been shared in advance and comments and questions were invited.

FS as an Associate Director was not clear of her role, and was not mentioned within the Strategic Plan.

Q: The 3 school overviews are written very differently - can they be improved?

R: BD was working with the HOS to improve.

Q: Monitoring - we have not mentioned the AC's in the monitoring and evidence column - what is their role?

R: BD will add this to the plan

Q: What would be the process for sharing the Strategic Plan with them?

**R: The Plan needs to be shared with AC's, Staff and parents. The Strategic plan will be placed on the Trust website, and discussed at the AGM. If this is a public document, then it needs checking and reading for sensitivity - and that it is safe to go in to the public domain
LD and DS to check**

Action: LD and DS to check for sensitivity

Action: LD and RL to cross reference the SOD and TOR for training purposes

BD is keen for the AC's to focus on getting to know the school.

- Update from Academy Committee meetings

AC's have the opportunity to raise issues with the trust. Directors discussed the difference in the minuting of the AC's but understood that this is being rectified. There was also an issue with Password protection that is being resolved.

Chair approved: _____ Date: _____

Directors discussed the content of the discussions and also noted that there had been interest in governor vacancies in Calveley

Q: Did the minutes provide the information that we need as a trust?

R: Some do - but need to improve consistency. Overtime there will be more feedback from AC's as confidence grows. There is now a set agenda.

- **Update on the new website launch**

BD reported that she had received training on the new website today and showed the new platform to Directors, who commented that it had a much more professional feel.

All schools will be connected to the trust website and navigable. Policies will be held at either trust level or school dependent on the policy.

Q: When is the go-live date?

R: 1st November

Action: Need to check writing for first and third person consistency. Using Hemingway app which is free and helps to improve the readability.

Q: who's job is it to monitor the website for compliance?

R: BD to make sure that we are statutory and HOS to monitor their school

Q: Can you get the statistics on users? Can we ask for a regular report to see who is accessing the website?

R: Yes - and will ask that he creates the analytics for the December meeting.

Outcome: All Directors were happy with the new website.

Q: Is Bridgemere getting the same website?

R: They are as they need a website - but it is not connected to RLLAT

- **Trust document portal and permissions**

DS had been tasked with resolving the issue around storage and communication across the trust. He had explored options and also looked at a system the the Clerk used elsewhere.

DS and ST shared Trust Governor with Directors. Costs were reasonable, but DS will get quotes for other systems. BD will also ask the website company for details of what they can do.

Action: DS and BD to source alternative quotes for comparison.

- **School admissions process/amendments**

BD ran through the criteria for the admissions policy and the oversubscription criteria.

raised around nursery - if they have a place, can we use this in our oversubscription policy
BD had sought advice on whether having a nursery place could be added to the over subscription criteria. She had been told that it was up to the trust.

She also asked Directors to consider that children of staff is added to the criteria too.

Q: are you happy to put Nursery in to the criteria?

R: Yes:

A discussion took place and the following was agreed:

Remove SEND - as this is a matter of course.

Remove 3) as this is met under EHCP

1 Becomes children in care

2 = siblings

3 = nursery

4 = staff

5 = catchment

6 = national land gazetteer

Outcome: All Directors approved and BD will amend and consult widely.

7 FINANCE

- to receive an update on the finances

DS confirm that there was no finance update this time, and that the auditors have not come back to the trust yet. However, he confirmed that the budgets were in a surplus at year end.

The DfE has announced the additional funding for schools and the indicative % increase for 20/21 notional impact figure. He reported that for:

Calveley - this would mean an increase of 10.44 % to £5154 per pupil

Acton this would mean an increase of 3.55% to £4137 per pupil

Calveley was higher as there is a rural element.

DS will find the figure for Bridgemere and send to LF

Action: YW to model the new figures in the budget.

- **Staff absence insurance**

DS informed Directors that following the review of figures on insurance, the trust has bought into AIS - this decision based on risk, figures and 3 year review

8

POLICIES

- Health and Safety policy

Q: Is the policy for the just the staff or children too?

R: This is covered in the wording

RL had been cited as the H&S Director but it is LF.

Action: Policy to be amended to reflect this.

Q: In future could changes to policies be highlighted in yellow - so that they can see where the alterations are?

R: Yes

Q: Do we receive a summary report on H&S?

R: Yes this is done in the autumn term and reported in the EHT report - due in December

Outcome: All Directors approved the H& S Policy

- Child Protection Policy

The following comments were made:

Review the name of Calveley school - not CE

Appendix 1 - staying safe - they are different so needing a policy for each

Outcome: All Directors approved the Child Protection Policy

- Fraud Policy (approved 17th September 2019 at the Strategic Development Meeting)

Outcome: All Directors formally approved the decision to approve the policy at the September meeting

Chair approved: _____

Date: _____

9

EHT REPORT

- to receive and challenge the EHTs report on the 'Quality of Education'

BD ran through her report, and in particular the curriculum and how it met the new terms from Ofsted, Intent, Implementation and Impact.

She explained the curriculum and the tiered approach. The curriculum builds in the real life aspect. BD stated that the Job roles identified are based on those there now, and not future employment. Work is now underway to identify local businesses to come in

Directors will be able to monitor the implementation

Directors thanked BD for her report.

- **Data Dashboard update on KS1 and 2 outcomes from summer 2019 and priorities for improvement**

BD ran through the outcomes. New IDSR format is great, but doesn't show some of the details. Ofsted don't look at internal data now.

BD is looking at each element of data and comparing to National, Cheshire East and then Nantwich schools to see where the focus needs to be, this includes trends in Data
BD reported that she uses KS1 data and estimates what they should get and know what they aim for. She is looking at last years and this years data and this will be useful for directors to see the improvement journey.

BD - having conversations with HOS about their assessments and predictions

Chair approved: _____

Date: _____

10

SAFEGUARDING

No safeguarding visits had been undertaken but BD had reviewed the single central record.

All staff had received copies of the new updated guidance, and this was available on the portal for Directors.

Q: How would Directors be alerted to this?

R: There is an online update service or this could be added to the responsibilities of the training Director

Action: RL to add to his role.

Action BD will also send link to the Prevent training that needs updating

- **Update on consideration of CPOMS**

This item was to note that all schools will begin using CPOMS after the half term. This makes logging safeguarding concerns easier, and in identifying safeguarding trends across different year groups with the same family. Therefore should reduce workload for staff and improve effectiveness.

Chair approved: _____

Date: _____

11

AOB

Signage

BD had brought a copy of the new signage for Calveley School, and asked for Directors comments. Directors liked that it stated that the school was 'part of Real Life Learning Trust'

Outcome: All Directors were happy with the Signage

Funding Bids

BD confirmed that she was in the process of putting together 4 bids for the Condition Fund from ESFA for improving the school buildings.

She has spoken to a consultant who will support on a no win no fee basis. The bids included:

Calveley:

New Fire Alarm

Fencing around field and Early years

Acton:

New roofing

Creating a walkway - better safeguarding

BD would like the support of Directors and asked that they write letters of support for the bids.

Parent Council

LMc reported that she went to parent council and found it to be very supportive and useful. She felt that it could be used to improve communication with the parent community.

She asked who attends? would it be the trust of the AC's?

R: The AC's have a role in attending the Parent Council for their school.

LMc suggested that perhaps the Parent Council could be rebranded as at the moment it can focus on individual parent concerns

Action: LMc to meet with BD and review how the parent council can work more effectively in the new structure, including a possible relaunch. This should then be reported back to the December

Chair approved: _____

Date: _____