



Minutes of the Local Board Meeting

Held at the Academy on Wednesday, 3rd October 2018 at 7:00 pm

Local Board Members Present:

Mrs Alice Allen (Chair)	Mr Adrian Alcock
Mrs Hannah Baty	Mrs Claire Cleverton
Mr Nick Heath	Mrs Val Pinfield
Mr Stephen Sowden-Mabbott (<i>arrived 8.35pm</i>)	
Mr Bill Steele	Mr Marcus Still (Principal)

In attendance:

- Mrs Kathy Jerbi (Clerk)
- Mrs Vanessa Smith (Vice Principal)
- Miss Caroline Newton (LB Member Designate)

Apologies: Mr Sowden-Mabbott apologised that he would arrive late

1 WELCOME & APOLOGIES for ABSENCE

Apologies received as above – reasons accepted by the Local Board (LB).

Mr Steele, as retiring Chair, opened the meeting. He welcomed Miss Newton, whom it is hoped will replace him as Co-opted LB Member (*see item 3*) & is attending this meeting as an observer.

Mr Steele expressed his sadness at leaving, having enjoyed his time on the Board, & his thanks to those that have worked alongside him, in particular in the last 12 months in setting up the new format of the LB. He feels the LB is in a strong position & is pleased to be leaving on a high, the academy having achieved great results in summer 2018 & having just received a successful Ofsted inspection. He believes the academy has more & better to come. There will be challenges – to achieve an ‘Outstanding’ Ofsted judgement, as well as financial challenges, & the longer-term goals of the academy - & he wished the LB & the academy every success.

Mr Steele handed over the Chair of the meeting to Mrs Allen, who expressed a vote of thanks on behalf of the LB to Mr Steele for being a great friend & mentor to the LB & the academy.

2 DECLARATION of INTERESTS by LB Members in ANY ITEM on the AGENDA

None.

3 MEMBERSHIP MATTERS & TRAINING

- **Chair.** Mrs Allen’s nomination as Chair of the LB was approved by the BoT at their meeting in July.
- **Mr Steele.** Mr Steele’s nomination to serve a further short term as Co-opted LB Member to assist Mrs Allen’s transition to Chair person was approved by the BoT at their meeting in July. This term began on 1st September & the transition has been successful. Mr Steele has resigned from his post of Co-opted LB Member with effect from 4th October.
- **Co-opted LB Member Vacancy.** Mr Steele’s resignation leaves a vacancy for a Co-opted member. As discussed by the LB at the previous meeting & as a result of the skills audit, **the LB have agreed prior to this meeting by email to nominate Miss Caroline Newton to the vacant post.** Miss Newton was one of the unsuccessful candidates in the recent election for parent LB members & has strong skills that would contribute to the effectiveness of the LB. Miss Newton’s nomination has been passed to the BoT for approval at their next meeting.
- **Vice-Chair of LB.** Although the Terms of Reference do not require the LB to have a Vice-Chair, the LB has agreed to continue to appoint a member to this post. Mrs Pinfield has volunteered for the position & the LB agreed to appoint her.
- **Roles & Responsibilities.** New allocation as follows:

Safeguarding – Mrs Pinfield

Communication / liaison with parents – Mrs Baty (this is a focus area of the Trust & Mrs Baty has some great ideas)

Community – Mr Sowden-Mabbott (as a member of the PTA Committee he has strong links already, is keen & innovative)

Mentor for Miss Newton – Mr Alcock

- **Training.** Mrs Jerbi informed the LB that the Trust Governance team wish to keep a close eye on the on-line training accessed by all LB members through both the new Educare offer & the existing NGA Learning Link to ensure they are meeting our training needs & that we are getting value for money. Mrs Jerbi requested that members inform her of any recent training completed in order that she can update our training record to forward to the Trust. **Action 1: all**
Mrs Jerbi further stated that the Trust request us to ensure training is an on-going focus for LB's by having it as a standing agenda item. Mrs Jerbi also reported that the Trust plan to have another Governance event in term 2 & ask LB's to submit any suggestions for sessions.
Mrs Smith invited any members who did not attend the child protection training on the September Inset day to attend either of two further sessions being held on 5th October at 1.30pm & 8th October at 9am.
- **Admissions Sub-Committee 2018-19.** Following advice from the Trust communicated by Mrs Jerbi, the LB appointed two members *other* than Mr Still to the Admissions Sub-Committee: Mrs Pinfield & Mr Alcock.

4 MINUTES of PREVIOUS MEETING – 4th July 2018

Were agreed as being a true record by the LB & signed by the Chair.

5 ACTION POINTS from above meeting and MATTERS ARISING not on the agenda

1 email an update on findings re the 'wishing tree' fund raising idea to Mr Still. Nothing heard from Mrs Stone. Mr Still will make one last attempt to find something out, otherwise the LB agreed to abandon this idea.

2 update CPVA policy with the changes & circulate to members. TO BE ACTIONED. **Action 2: KJ**

3 complete on-line GDPR training. TO BE ACTIONED by some. Mrs Jerbi to re-send the link. **Action 3: all**

4 Set up Trust email addresses for new LBM's. COMPLETED

5 Contact tel nos for all members to be circulated amongst members. COMPLETED.

7 Provide an explanatory note to Mr Steele re the issue of EHCP's. COMPLETED.

8 Take the issue of EHCP's to the Chairs Forum. TO BE ACTIONED. Next meeting 12Nov. **Action 4: AIA**

9 Put a note in newsletter reminding parents that the Behaviour Policy applies to children in uniform off site out of school hours. COMPLETED.

6 UPDATE FOLLOWING RECENT OFSTED INSPECTION

The Board asked Mr Still to talk through the day:

Having been prepared for Ofsted to inspect the academy for the last 12 months, Mr Still had an action plan in place for when he got the call. This action plan immediately came into play at lunchtime on 10th September for the inspection to be held the following day, 11th September. The 3 key lines of enquiry were:

- SEN
- Safeguarding
- what did we put down to achieving the results we did in summer 2018?

Staff were briefed at 3.15pm, all teachers & a great many support staff stayed late into the evening to prepare. The two inspectors arrived at 8am, met with the staff & told them to carry on with business as usual. The academy was supported by the presence all day of Helen Howard, Director of School Improvement, and Sam Coates, Director of Planning, Policy & Governance, as well as a data specialist from the Trust.

Safeguarding was scrutinised thoroughly: our Safeguarding Policy; our checklist of staff signatures confirming staff had read the policy & attended child protection training; teaching certificates; training certificates; the Single Central Record.

Lesson observations took all morning to complete. They asked to observe the strongest & weakest teacher in each of years 3, 4, 5 & 6. They visited EY, bearing in mind it was the children's first day & only half the cohort were present! They asked to see lesson observation reports for the last 3 years.

SEN they met with Jane Robinson, our new SENCo in post for only 4 days!

Curriculum they met with curriculum leaders & looked at our subject action plans.

Playtime one inspector visited the field during lunchtime play, she was impressed with our grounds as well as the number & positioning of staff on duty.

Pupil voice they met with 12 pupils from years 3 & 4 and 12 pupils from years 5 & 6, asking them about a variety of subjects, including whether they feel safe at school. Our children were very vocal!

Book scrutiny they looked through a great many books that we had held back from last term in readiness for an inspection.

Parents one inspector went out to the playground at 3pm to speak with parents.

Governance they had a thorough meeting with representatives of the Trust & of the Local Board on all aspects of the academy, not just data.

After time to deliberate their findings, at 4.30pm they met with Mr Still & at 5pm with Mr Still, Mrs Smith & Local Board & Trust representatives to reveal their conclusions. Mr Still concluded that it was a very encouraging day.

The official report from Ofsted was received on 1st October & has been shared with staff & the Local Board. Mr Steele feels the written report understates the verbal report of the inspectors on the day, but other members stated that our letter from Ofsted is very impressive compared to many others – it is more personal & less dry than most. Inspectors usually add 2 or 3 ‘next steps’ to the end of the report – we have only 1. Mr Still stated that we took a risk moving teachers to new year groups this year knowing that an inspection was imminent, but members felt this was to be praised, showing that we value staff CPD, keeping them fresh & challenged. The one action point is to ensure consistent quality of teaching across KS1, but the report recognises that this is due to staff being new to their year groups & that action is already being taken. The report recommends a section 5 inspection – based on the timescale of our sister academy, we expect Ofsted back in the spring term. This would be a new team of 2 or 3 inspectors carrying out a 2-day inspection which could lead to us getting any outcome – ‘RI’, ‘Good’ or ‘Outstanding’. Members suggested it is worth preparing for this new inspection now – the SLT are already thinking about things they would do differently & will liaise with our sister academy following their section 5 inspection report. Mr Steele pointed out that it was good to have the support of Trust members present – as they attend every academy’s Ofsted inspection they are kept current of expectations. He did question whether it would have been ideal to have a member of the BoT present, as they are responsible for the governance of the academy. The inspectors did read the LB meeting minutes of the last 12 months.

Mrs Allen congratulated all the staff on the terrific outcome of the inspection & asked Mr Still to think about how the LB can show its thanks to them.

7 URGENT MATTERS NOT ON AGENDA

None

8 ANNUAL ADMINISTRATIVE ACTIONS

- **Register of pecuniary interests.** Mrs Jerbi tabled ‘declaration of business interests’ forms issued by the Trust & asked all members to complete one, which she will use to prepare a register of pecuniary interests to be published on the academy website (statutory requirement).
- **Code of Conduct.** Mrs Jerbi advised that the ‘Code of Conduct 2018-19’ forms have not yet been issued by the Trust. She will circulate once received. **Action 5: KJ**
- **Suitability declarations.** Mrs Jerbi tabled ‘staff suitability forms’ & asked all members to complete one, which she will pass to the safeguarding staff team (statutory requirement).
- **Annual attendance at meetings.** Mrs Jerbi will circulate via email a record of members attendance at meetings during the academic year 2017-18 to publish on the academy website (statutory requirement). **Action 6: KJ**
- **Meeting dates for 2018-19.** Members agreed the following dates for their meetings this academic year:
 - Wednesday 28th November 2018
 - Wednesday 30th January 2019
 - Wednesday 27th March 2019
 - Tuesday 21st May 2019**
 - Wednesday 10th July 2019
 - All meetings will begin at 7pm.

9 VISION

Strategic Action Plan 2017-20. Over the summer months Mr Still & Mr Steele have worked on an update to our rolling Strategic Plan (*copy of updated plan attached to minutes*). There were two main objectives to the review:

- to bring the wording of our Plan more in line with that of the Trust (*copy of Trust ‘Strategic Business Plan 2018-2023’ attached to minutes*)
- to review the ‘Objectives’ section of the LPA Plan & replace those set for 2017/18 with a new set for 2020/21

As regards the first of these tasks, the Trust’s wording has simply been adopted (highlighted in red). The LPA 3-year plan was produced before the Trust 5-year plan.

The new ‘Objectives’ or any changes to existing ones are also highlighted in red. These have all been agreed & endorsed by the SMT. The SMT have also agreed to accept personal ownership for one or more of these ‘Objectives’.

The updated Plan had been circulated to the LB prior to this meeting & members were asked for any comments/input. Three slight amendments were agreed by the LB, mainly the addition of ‘bi-annual staff

surveys' to the 'Our Staff' section, which happen but have not been included in the Plan. With these suggested adjustments made, **the LB approved the revised Strategic Plan 2018-21**. Mr Still/Mr Steele to action the suggested amendments, share the Plan with the PTA for their input, & publish the finished document on the academy website.

Action 7: MS/BS

Assignment of LBM's to staff working parties. The SMT have created an action plan for each of the goals for 2018/19 & a member of the SMT has been allocated to each one. Our initial idea had been to allocate a LB Member to each goal's team. But it was now agreed that Miss Newton (subject to her nomination to the LB being approved) takes overall responsibility for overseeing all the action plans, due to her skills/experience in strategy. She will involve the relevant LB member for responsibility in any area as & when necessary.

10 **PRINCIPAL'S REPORT** (previously circulated)

(Reports circulated prior to the meeting:

- *Principal's Report to Local Board 3rd Oct 2018*
- *Academy Improvement Plan 2017-18 Subject Action Plans*
- *Professional Partner Report Term 6 16th July 2018*
- *SEF Autumn 2018*
- *Data entry info 2017-18*
- *KS2 Results Summary - Perspective data reports 2017-18)*

Mr Still highlighted the fact that there is no 'governance' section in the SEF & asked the LB for input. Mr Steele reminded him that the LB conducts its own self-review annually, which is available on the academy website, & that perhaps the two documents could be cross-referenced, which Mr Still agreed to do. Mrs Smith stated that the Ofsted inspectors liked the SEF & having the sub-headings in it helped. They also liked the AIP Subject Action Plan, which they scrutinised, & the fact that it is a working document & they could see that it is being used as such.

Members noted that the Professional Partner Report from July was very encouraging. Mr Still stated that our professional partner has already visited this term, on 1st October, so the term 6 report will be superseded.

Members noted that the pupil gender imbalance is approximately 3%.

Questions from members & responses from Mr Still:

Q. how far away are we from the goal of becoming a teaching school?

A. a long way! Also, the aim to become a reading hub is equally a long way off.

Q. what is a reading hub?

A. our phonics & reading results are consistently good, so we are considering having this as a specialism, to share good practice. It is only at the exploration stage – we may find it is too resource-heavy & not for us.

Q. how are the new staff settling in?

A. all good. Mr Geddie, in the new role of Assistant Principal, is finding his feet & relieving pressure off Mr Still & Mrs Smith. Our new SENCo, Mrs Robinson, hit the ground running & gained a mention in the Ofsted report – she is brilliant! Our maternity cover appointment in year 1, an NQT, is exceptionally good & we hope to keep her beyond her contract end (June); & our new year 5 teacher is very good as well. Members noted that our good appointments are down to a professional, structured & rigorous interview process, which works.

Q. members asked for more of an update on the academy's budget situation.

A. we are waiting for the Trust finance team to approve the 2018-19 budget; they are being very slow & this has been raised. They have not yet signed off the 2017-18 final budget. We have informed subject leaders how much money they have been allocated for this year; if we must pay an unexpected balance from last year back to the Trust, we may have to reduce those allocations. So we need confirmation.

Q. why have we not been given any concessions when we are providing wrap around care & have the long-term church letting?

A. That may change – the Estates team know we need the income from our lettings to pay for 3 TA's. These decisions are made by the BoT. LPA generates a lot more income compared to other academies in the Trust. Mrs Allen to raise the issue at the Chairs Forum.

Action 8: AIA

Q. what are innovative grant applications?

A. the Trust was going to appoint a co-ordinator for these. It was found in a DfE document about these grants - £2-3,000 each, that can be applied for as many times as we like – but applications need to be for something original & creative, i.e. not just books.

11 **PUPIL WELL BEING**

Attendance & behaviour. LPA was visited in September by the newly appointed Trust Attendance Manager, who was very complimentary about our procedures for monitoring attendance. This is largely due to the efficiency of Mrs Charrington in the academy office, responsible for recording attendance. The Attendance Manager will share our good practice within the Trust.

(Mr Sowden-Mabbott arrived at this point, 8.35pm)

Safeguarding.

- A report was received by the LB from Mrs Pinfield on her actions as member responsible for safeguarding (*attached to minutes*).
- Mrs Pinfield confirmed that she will continue the practice of unannounced visits to randomly check that the Single Central Record is being kept up-to-date.
- Mrs Allen gave a vote of thanks on behalf of the LB to Mrs Stone, recently retired LB member responsible for safeguarding, who was a great help with preparation for the Ofsted inspection.

12 COMMUNICATION

- A report was received by the LB from Mr Alcock on his actions as member responsible for staff liaison (*attached to minutes*).
- Mrs Allen stated that Mrs Baty has some fresh ideas for improving communication with parents.
- Members asked Mr Still how the ParentView survey instigated by Ofsted in September compared with the one conducted by the LB in December 2017. Mr Still responded that he studied the survey results with the Ofsted inspector. The 'don't know' responses had significantly reduced, therefore indicating that we had taken positive action following the previous survey. The response rate was 144 in September 2018, compared to 77 in December 2017.
- Members asked how often parents can complete the ParentView survey. Each email address can complete the survey once in any academic year.
- Mrs Allen stated that parents were keen to speak with the Ofsted inspector on the day of the inspection & comments overhead were very positive.

13 COMMUNITY

Update on partnership with Lloyds.

- A report was received by the LB from Mrs Pinfield on her actions as member responsible for community liaison (*attached to minutes*).
- Mrs Pinfield confirmed that 4 volunteers from Lloyds have completed their DBS checks with office staff & that 2 have already begun listening to children read. Mr Alcock, in his role as TA in year 2, spent an hour with one of them instructing her on the method we use. The volunteer was nervous but enjoyed the experience & is looking forward to her next visit. Creating consistency with the same volunteer working with the same children each week will be very beneficial to the children.
- Mrs Pinfield pointed out that any news item we release about our relationship with Lloyds, even in our academy newsletter, needs to be approved by them first.
- Lloyds have asked for some feedback as to how the money they donate is being spent in the academy – Mr Heath to respond. **Action 9: NH**
- It has been agreed that a plaque be erected at the academy in recognition of Lloyds donations.
- Mr Still was asked to forward the Ofsted report to our contact at Lloyds. **Action 10: MS**
- Lloyds have asked to hire our Community Room for a meeting; it was agreed this should be let to them free of charge as a goodwill gesture.
- It was suggested that an article be published in Lindfield Life highlighting the corporate partnership. **Action 11: VP**

PTA link update.

- A report was received by the LB from Mr Heath on his actions as member responsible for additional income & PTA liaison, as well as 'PTA Treasurer's Report 24th September 2018' (*attached to minutes*).
- Mr Heath reported that last year the PTA raised the phenomenal amount of £32,000 for the academy, £5,000 of which was through corporate sponsorship.
- The PTA is going through a period of change, with 2 new co-Chairs & 3 Vice Chairs elected at their recent AGM. The meeting was well-attended & enthusiastic, with a good mix of new & experienced Committee members, including a lot of Early Years parents.
- The former co-chairs have carried out a lot of background work to establish a structured organisation. Structure is required to establish how money is raised, spent & budgeted for by the academy. Funding to support booster groups this academic year has been agreed. One third of funds raised will be used for booster groups, one third towards a large project & one third towards smaller projects.
- Teacher Rachel Anscombe is the staff PTA link. She co-ordinates how funds are spent, which avoids PTA Committee meetings being taken up with making spending decisions.
- A full term of PTA activities is planned
- Other commercial opportunities are being explored.
- Mr Heath proposed a vote of thanks to the former Co-Chairs, Emily Hadden & Rebecca Batney, & the whole of last year's Committee for their fund-raising efforts & support of the academy.

14 CELEBRATION

Trust Awards Ceremony 2017-18. Each academy in the Trust was asked to nominate an 'employee of the year' and a 'student of the year', chosen by staff. Our employee nomination was Mr Laszlo Jantas, Premises

Officer. Dr John Smith, Trust CEO, came to a recent staff meeting at LPA & presented Mr Jantasz with a gift in front of the staff team. Dr John was impressed with the applause given by the staff to Mr Jantasz on his award. Our student nomination was a former year 6 pupil who gave an outstanding all-round contribution to academy life. She & her parents attended the Awards Ceremony at the Trust (Mr Still & Mr Jantasz were unable to attend as it clashed with our Ofsted inspection). Staff found making the pupil choice very difficult.

The LB confirmed allocation of members to year groups as follows:

- Yr R – Mrs Baty
- Yr 1 – Mrs Pinfield
- Yr 2 – Mr Sowden-Mabbott
- Yr 3 – Mr Heath
- Yr 4 – Miss Newton (subject to appointment)
- Yr 5 – Mrs Allen
- Yr 6 – Mrs Cleverton

15 Agree items to be brought to the attention of the Board of Trustees

The advice from Mrs Cleverton re EHCP applications by parents being encouraged by medical professionals brought forward from the previous meeting (*see item 5*).

16 DATE and TIME of NEXT MEETINGS

- Wednesday, 28th November 2018
- Wednesday 30th January 2019
- Wednesday 27th March 2019
- Tuesday** 21st May 2019
- Wednesday 10th July 2019
- All meetings will begin at 7pm.

The meeting closed at 9.15 p.m.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	3	inform Mrs Jerbi of any recent training completed	All	immediately
2	5	update CPVA policy with the changes & circulate to members	Mrs Jerbi	immediately
3	5	complete on-line GDPR training, or if already completed, tell Mrs Jerbi to update training record	All	immediately
4	5	Take the issue of EHCP's to the Chairs Forum	Mrs Allen	12Nov
5	8	Circulate new 'Code of Conduct' once received from the Trust to gain members signatures	Mrs Jerbi	After 11Oct
6	8	Circulate annual record of attendance at meetings 2017-18 & publish on website	Mrs Jerbi	immediately
7	9	action the suggested amendments to the Strategic Plan, share the Plan with the PTA for their input, & publish the finished document on the academy website	Mr Still/Mr Steele	LB mtg 28Nov
8	10	Raise the issue of financial concessions due to lettings income at the Chairs Forum	Mrs Allen	Chairs Forum mtg
9	13	Report to Lloyds how their donation is being spent	Mr Heath	asap
10	13	Forward Ofsted report to Lloyds	Mr Still	Immediately
11	13	Publish an article in Lindfield Life highlighting the corporate partnership with Lloyds	Mrs Pinfield	LB mtg 28Nov

Signed as being a true and accurate account of the meeting:

..... **Date:**

Name: Mrs Alice Allen Position: Chair of Local Board of Lindfield Primary Academy