

LINDFIELD PRIMARY ACADEMY

Minutes of the Local Board Meeting

Held on Wednesday, 15th November 2017 at 7:00 pm at the Academy

Local Board Members Present:

Mr Bill Steele (Chair)	Mrs Alice Allen
Mrs Claire Cleverton	Mr Nick Heath
Mrs Val Pinfield	Mr Jon Roderick
Mr James Smyth	Mr Marcus Still (Principal)
Mrs Claire Stone	Mrs Claire Williams

In attendance: Mrs Kathy Jerbi (Clerk)

1 WELCOME and APOLOGIES for ABSENCE

Mr Steele welcomed members. No apologies received.

Two forthcoming resignations to note: firstly, Mr Smyth, with effect from 31 December, making this his last meeting. Mr Steele thanked him for his contribution over the last 3 years & presented a gift; secondly, Mrs Williams, who has agreed to stay in post until a replacement staff Local Board (LB) member has been elected. The Board then discussed the need for a staff election, appointed Mr Still as the returning officer for the election & agreed a date of 12th December for nominations to be received by. **Action 1: MS/KJ**

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

None.

3 MINUTES of MEETING of 20th September 2017

The Clerk pointed out two typing errors to be corrected & queried which Board members will sit on the Admissions Sub Committee – this was confirmed by the LB as being Mr Still & Mrs Allen. Board members requested one sentence to be removed. Otherwise agreed as being a true record by the LB. The Clerk to make the amendments & gain the signature of the Chair. **Action 2: KJ**

4 ACTION POINTS from the above meeting and MATTERS ARISING

1 Put note on newsletter advising parents that the Home School Agreement is available on the academy website – COMPLETED.

2 send revised version of Behaviour Policy to Mrs Stone for advice only – still to be actioned. **Action 3: VS**

3 ask that the Trust provide official 'Emergency Access' signs to put in front of the gates – COMPLETED; these are on order.

4 investigate the cost of installation of a number plate recognition system – Mr Heath has received advice from a company that could make this work, (he tabled an email from Ranger Services Ltd), but suggests that this is not the right course of action due to cost & management issues. The Board discussed cutting back the hedge alongside the footpath to widen the path & agreed this would not impact on our neighbours. Mr Still to instruct the Premises Officer to do this. **Action 4: MS**

Mr Still stated that he has put a reminder again in this week's academy newsletter re observing our Car Parking & Vehicle Access Policy.

5 Follow up the proposal to remove the 'drop off zone' hatching – Mrs Stone has been in contact with the contractor & hopes to get a date from them soon. **Action 5: CS**

6 Forward copies of 2016-17 governor sign in sheets to Mrs Stone – to be actioned **Action 6: KJ**

7 Check governor sign in sheets to verify whether governor visits had been made that have not been reported **Action 7: CS**

8 produce Local Board member photos for display on the staff room notice board - COMPLETED

9 Begin to act upon area of responsibility & provide report to the clerk - COMPLETED

10 Arrange year group link visit & provide visit report to the Clerk - COMPLETED

11 Feedback at Chairs Forum disappointment that conference is being offered on a weekday – COMPLETED; the Trust responded that a weekday was favoured over a weekend amongst Board members across the Trust.

12 Prepare register of pecuniary interests & publish on website - COMPLETED

13 Forward signed code of conduct forms to the Trust - COMPLETED

14 Publish annual meeting attendance document on website - COMPLETED

15 Report to Board of Trustees that no Local Board members are able to stand for Trust Committees – COMPLETED. Mr Steele reported that all Trust Committees have Local Board representatives except the

Risk & Audit Committee.

16 Ensure staff are aware that funding for the perimeter fencing came from the DFCG - COMPLETED
17 check on roll out of catchment figure of 20% - COMPLETED; this figure is found to actually be 24%, of which 8.6% live in Blackthorns catchment.

18 Explore the idea of a 'Just Giving' page to raise funds to pay for booster groups - COMPLETED

19 Ask staff if they would like to complete a staff survey at this time – Mr Smyth reported that staff have too much to contend with at the current time to complete a staff survey. He suggested it be left until Spring term. He would be happy to help with this, despite his resignation from the board.

20 ask Mrs Bain to provide regular School Council reports to the Board – COMPLETED; included in Principal's report.

21 Invite Lindfield Life editor to attend one of our November Open Mornings – COMPLETED; unfortunately, he was unable to attend.

5 URGENT MATTERS NOT ON AGENDA

- Members asked, with an Ofsted inspection imminent, what is the role of the Local Board in an inspection. To be covered in item 8.
- Members asked for contact telephone numbers of board members to be circulated. The clerk to action.

Action 8: KJ

6 LOCAL BOARD MEMBERS' REPORTS

(Reports from members were circulated prior to the meeting (attached), giving updates on their activity in relation to their area of responsibility since the last meeting & any planned activities going forward. Questions/feedback were invited).

Val Pinfield – Community & Parent Liaison. Members discussed the recent, successful Open Mornings. They have heard positive feedback from prospective parents new to the academy & feedback in the visitor comments book were also positive. The board discussed other possible formats for open sessions that some other schools are adopting, but our format appears to be successful for us. The sessions highlighted that parents still do not understand academisation or the Trust/Academy relationship.

Mrs Pinfield praised the recent communication to parents about the charities the academy will be supporting this year & feels her role should link with this area somehow. To be discussed further under item 8.

Claire Williams – Staff Liaison & Development. Mr Smyth added to this report by explaining about 'IRIS Connect', the video-based professional learning platform that teachers are using for CPD. The practice is now embedded & staff are realising the benefits & acting upon results. Mr Steele added that the Trust have applauded us as being one of the leading academies in the use of IRIS.

Mr Steele reminded members that our Strategic Plan requests all staff to actively demonstrate the LPA values. He asked Mrs Williams if she could try to include examples of good staff behaviour in future reports, thereby enabling the LB to applaud the members of staff involved.

Action 9: CW

Claire Cleverton – Pupil Premium & SEN Liaison. No comments.

Jon Roderick – Extra Curricular Activities & Local Policies. No comments.

Members briefly discussed the format of the above reports & whether they should be standardised. Mr Steele to produce a template.

Action 10: BS

Nick Heath – Additional Income Generation/PTA Liaison (report tabled at the meeting). Mr Heath added:

- The PTA are very receptive to the changing needs of the academy. Academy staff need to be organised in putting forward requests to the PTA for funding support. The PTA are engaged in a lot of fund-raising activities, including sponsorship & 'Just Giving' initiatives.
- He had a good meeting with the School Business Manager re the utilisation of academy facilities to earn additional income.

Mr Still informed the board of a conversation he has had with representatives of All Saints Church. The church is closing for several months for renovation work & they are looking at alternative venues to hold their services & meetings. They appear to be very keen to use our facilities. However, the effect of wear & tear needs to be considered – getting the academy cleaned ready for Monday morning, potential damage to displays, re-arrangement of classroom furniture, etc.

In relation to our request for funding from the PTA towards booster groups, the PTA Committee were fantastic – their focus is clearly on what is the value of their spending to **all** children in the academy. The need to demonstrate results from the expenditure of money donated to them is very important. Staff are confident – they have the data which is evidence of the benefit of these groups. Mr Still felt having Mr Heath at the PTA Committee meeting was a great benefit.

The idea of a 'wishing tree' was proposed – staff collate a 'wish-list' at the start of the year, which is on display, & parents can choose to fund a specific item from the wish-list. Mr Still to try & take this forward. Mrs Pinfield to find out how other schools have achieved this.

Action 11: MS/VP

7 LOCAL BOARD MEMBER YEAR GROUP VISIT REPORTS

No reports received.

Mr Steele asked if it is feasible for board members to see each class in their linked year group at least once in each academic year. Members discussed different ways of achieving this – e.g. one class at a time or all classes in one day - & agreed that how it is achieved will be left to the discretion of individual members.

Mr Steele Pupil Premium visit 13th Oct 2017 (report previously circulated). Mr Steele reiterated the request in the report for volunteers to help listen to the Year 1 Pupil Premium children read: 'Bean Stalk readers' come in regularly at the end of the school day & listen to the same child each time, providing consistency. This appeal for help has been issued to parents. Members suggested tapping into a local big business with a community programme which might be interested in sending volunteers to us for this task. Mr Still is keen on this idea, but who would research this & set this up. Members asked would the Trust take on that role. Mr Steele to raise at the next Chairs' Forum meeting. **Action 12: BS**

8 REPORT from CHAIRS' FORUM, 18th October 2017

- **Minutes.** Draft minutes of Chairs' Forum meeting circulated – no questions from LB members.
- **Report from the Board of Trustees.** This was circulated prior to the meeting by Mr Steele. Members queried whether the statement in item 7.2 in the finance update was a change to previous thinking by the Trust. Mr Steele was unable to answer. Members discussed briefly the issue of academies holding their own reserve money or putting it into one academy pot, but it is for the Trust to consider, not the LB.
- **Local Board report template.** Circulated prior to the meeting. Mr Steele asked all LB members to complete the report & submit to him to collate, so that it is a report to the BoT from the LB collectively. He took this opportunity to report that the Trust are delighted with our 3-year strategic plan – we are ahead of the game in having produced this already. Members suggested could they perhaps complete this template in future rather than producing a report to the LB of their actions – Mr Steele to consider this.
- **Local Board Training.** Document entitled 'Learning Link benefits' circulated prior to the meeting. Mr Steele reported that the Trust have paid the subscription cost for all academies to this e-learning site. He asked members to try it out & report on its usability. Mrs Stone advised that the new E training facility could not be used for Prevent training, which all LB members must complete. Instead, the Home Office training module must be used (Mrs Stone has sent the link, but was asked to send it again). **Action 13: CS**

Action 14: all

Members to report to Mrs Stone & Mrs Jerbi when they have completed the Prevent training. All members have now completed Child Protection training. Mr Steele asked Mrs Pinfield & Mrs Cleverton to also complete & test the LB induction training on-line & report back. **Action 15: VP/CC**

- **Local Board Recruitment.** (Document entitled 'Local Board Recruitment Marketing Plan: Sep-Dec 2017' circulated prior to the meeting. The Trust ask that we help to recruit LB members in our local area.
- **Local Board Conference 10th November 2017.** Four of our LB members attended the conference: Mrs Allen, Mr Heath, Mrs Pinfield & Mr Steele. Mrs Allen reported that the conference was helpful, pragmatic, strategic & practical. She went on to give a review of the morning session, led by keynote speaker Andy Guest of Cambridge Education, regarding 'Successful MATS'. Mrs Allen to circulate the slides from the presentation. **Action 16: AA**

Reference was made in Mrs Allen's report to the Local Body's role in an Ofsted inspection. Board members asked the following:

Q. do other academies within the Trust that have recently been inspected provide good feedback in relation to the support received from the Trust leadership team during an inspection?

A. Mr Still confirmed that at SMT meetings other academies have provided positive feedback.

Q. as the role of Local Board members is vastly altered, are we confident that we have allocated our new individual roles appropriately?

A. Mr Still & Mr Steele both feel relaxed in our position & that we are ahead of other academies in the re-organisation of our roles & responsibilities.

Q. members would be re-assured by receiving feedback from a Local Board member that has recently gone through an Ofsted inspection at their academy.

A. Mr Steele will source someone to provide such feedback. **Action 17: BS**

Further discussion amongst members highlighted these points:

- Local Boards are still highly valued by the Trust.
- The governors who made the decision to academise with the UoBAT are to be applauded – we are in a stronger position now, a member of a tight knit family, the parents of which (the Trust) really care.
- Other schools are having a difficult journey trying to get to where we are.
- The Trust should perhaps do a better job of selling their story – staff & parents still do not really understand the relationship between the Trust & LPA. Staff link our current financial difficulties with academisation. A letter to staff re achievement of the merger is due to be issued to staff by the Trust.

Mrs Allen reported that the second session at the conference included a workshop on the role of the Local Board, where members considered each other's academy strategic plans.

Mrs Pinfield reported on the afternoon workshop of the conference, which was entitled 'working with stakeholders: engaging with the community'. The workshop raised several topics, which Mrs Pinfield will explore as part of her role.

9 VISION/STRATEGIC DIRECTION

Covered in item 8. Our 3-year strategic plan to be reviewed in January 2018.

10 PRINCIPAL'S INTERIM REPORT (*In addition to this report, the following were circulated from Mr Still prior to the meeting: 'Peer Review Report 4Oct 2017', 'Academy Status Report 4Oct 2017', 'AIP 2016-17: Final Evaluation', 'AIP 2017-18: Subject Action Plans'*)

Staff are working on developing a new AIP for 2017-18. The Subject Action Plans begin the process – staff followed a new pro forma, which they like.

The peer review on 4th October was very successful. The seven areas for development which resulted have evolved into five key targets for the new AIP.

11 PUPIL WELL BEING

Safeguarding report (*circulated prior to the meeting*). Mrs Stone, as member responsible for safeguarding, noted that at the peer review, Mrs Corbett inspected the Single Central Record, as an Ofsted inspector would, & found it to be complete & correct.

12 COMMUNICATION

Consider parental & staff surveys. A 'Parent View' survey is to be carried out in December. **Action 18: MS**
The need for a further staff survey to be considered in the spring, as mentioned in item 4 above (*action 19*).

Action 19: BS

School Council reports. (*Included in Principal's report*).

13 COMMUNITY

(*Covered in item 6: Mrs Pinfield's LB member report*).

14 CELEBRATION

Mr Steele presented an idea that he would like members to think about: a LB annual awards ceremony in the summer, to perhaps be presented like the Oscars, with nominations & winners announced for different categories. He is going to meet with Mrs Smith, Vice Principal, to discuss, but asked for the LB to agree in principle. A number of questions were raised by members & alternative suggestions put forward. To be discussed further at the next meeting.

15 POLICY APPROVAL

None required at this time.

16 REPORT from the ADMISSIONS SUB COMMITTEE

Nothing at this time.

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

Covered in item 8.

18 DATE and TIME of NEXT MEETING

Wednesday, 24th January 2018 at 7.00pm

The meeting closed at 9.35 p.m.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	1	Conduct election of staff board member	Mr Still/Mrs Jerbi	Immediately
2	3	Make minor amendments suggested to minutes of 20Sep & gain signature of the Chair	Mrs Jerbi	immediately
3	4	send revised version of Behaviour Policy to Mrs Stone for advice only	Mrs Smith	immediately
4	4	Instruct Premises Officer to cut back hedge alongside School Lane footpath.	Mr Still	immediately
5	4	Follow up removal of 'drop off zone' hatching	Mrs Stone	immediately
6	4	Forward copies of 2016-17 governor sign in sheets to Mrs Stone	Mrs Jerbi	immediately
7	4	Check governor sign in sheets to verify whether governor visits had been made that have not been reported	Mrs Stone	immediately
8	5	Circulate contact telephone numbers of board members	Mrs Jerbi	Immediately
9	6	include in next reports examples of good staff behaviour	Mrs Williams	LB mtg 24Jan
10	6	Produce a framework for members' reports	Mr Steele	LB mtg 24Jan
11	6	Explore 'wishing tree' fund raising idea	Mr Still / Mrs Pinfield	LB mtg 24Jan
12	7	Raise at Chairs' Forum the idea of tapping into a corporate community programme to get volunteers to help listen to children read	Mr Steele	Chairs Forum mtg
13	8	Re-send link to Prevent on-line training	Mrs Stone	Immediately
14	8	Complete on-line Prevent training & inform CS/KJ when completed	All	immediately
15	8	Complete on-line induction training & report back to BS.	Mrs Pinfield/Mrs Cleverton	LB mtg 24Jan
16	8	Circulate slides from conference keynote speaker	Mrs Allen	immediately
17	8	Source a local board member from another academy to provide Ofsted inspection experience feedback.	Mr Steele	LB mtg 24Jan
18	12	Ensure a Parent View survey is carried out in December & report to the LB	Mr Still	LB mtg 24Jan
19	12	Ensure consideration of a staff survey appears on spring agenda	Mr Steele	LB mtg 24Jan

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

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Date:

Name: Mr Bill Steele Position: Chair of the Local Board of Lindfield Primary Academy