

# LINDFIELD PRIMARY ACADEMY

## Minutes of the Local Board Meeting

Held on Wednesday, 20<sup>th</sup> September 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)  
Mrs Vanessa Smith (Vice Principal)

### 1 WELCOME and APOLOGIES for ABSENCE

Mr Steele welcomed members to the first meeting of the newly constituted Local Board (LB), in particular newly appointed Board member Mrs Claire Cleverton. No apologies received.

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

None.

### 3 MINUTES of PREVIOUS MEETINGS

- **Resources Committee 19<sup>th</sup> June 2017**
- **TLC Committee 27<sup>th</sup> June 2017**
- **LGB 5<sup>th</sup> July 2017**

were all agreed as being true records by the LB & signed by the Chairs.

### 4 ACTION POINTS from above meetings and MATTERS ARISING

- **Resources Committee 19<sup>th</sup> June 2017** – actions all followed up at LGB meeting on 5<sup>th</sup> July
- **TLC Committee 27<sup>th</sup> June 2017**

*Action 1: Put note on the first autumn term newsletter advising parents that the Home School Agreement is available on the academy website - to be actioned by Mr Still on 22<sup>nd</sup> September.* **Action 1: MS**

*Action 2: send revised version of Behaviour Policy to Mrs Stone for advice only – to do.* **Action 2: VS**

*Action 3: Add the suggestion that the new Academic Partner be invited to talk directly to the staff to the Report to the Board of Directors – completed.*

*Action 4: ask Mr Jantasz to find out the cost of a simple manually operated barrier – to be taken up by the LB if necessary.*

*Action 5: ask that the Trust provide official 'Emergency Access' signs to put in front of the gates – to do.*

**Action 3: MS**

*Action 6: investigate the cost of installation of a number plate recognition system – to do.*

**Action 4: NH**

*Action 7: Follow up the proposal to remove the 'drop off zone' hatching – on-going.*

**Action 5: CS**

*Action 8: Check governor sign in sheet at academy office to verify whether governor visits had been made that have not been reported – to do, awaiting sheets from Mrs Jerbi.*

**Action 6: KJ**

**Action 7: CS**

*Action 9: produce the governor photos for display on the staff room notice board – to do.*

**Action 8: KJ**

*Action 10: Forward email containing fund-raising ideas to the Resources Committee – completed.*

*Action 11: Raise funding issues raised by Mrs Williams - completed*

- **LGB 5<sup>th</sup> July 2017**

*Action 1: Action minor wording amendments to minutes of 22May & publish – completed.*

*Action 2: speak to Mrs Williams to relay responses to her points raised at TLC Committee mtg – this was not actioned by Mr Brand. Mr Steele asked Mrs Williams if she still required further discussion on the points raised; she stated not at the current time.*

*Action 3: post the three-year strategic plan on the academy website – completed.*

*Action 4: send the three-year strategic plan to the co-chairs of the PTA & John Smith - completed.*

*Action 5: send the three-year strategic plan to the SLT & staff & advertise in academy newsletter - completed*

*Action 6: Raise highlighted issues re the governance review with the Trust – completed.*

*Action 7: ask the Trust Governance Manager for dates of Board of Trustees meetings & Chairs Forum meetings – completed.*

- **Local Board Members' roles & responsibilities.** Mr Steele tabled a document with this title (*attached*) listing each board member & the area of responsibility they have been allocated, based on discussions he has previously held with each member. Members discussed ways in which they can carry out these monitoring roles; there is no written definition, the roles will evolve. Mr Steele asked that each member write a half page report ahead of each scheduled LB meeting on their area of responsibility in relation to our ToR & strategic plan, what actions they have taken & what they plan to do.

In addition to the list, Mr Steele asked Mr Roderick to take on responsibility for Local Policies (specific to our academy), to which Mr Roderick agreed.

Although the ToR do not include the position of Vice-Chair of the Local Board, Mr Steele pointed out that in our strategic plan we identified the need for succession planning & with this in mind he would like to appoint Mrs Allen as Vice-Chair. Mrs Allen will shadow Mrs Stone, who has previously acted as Vice-Chair. Mr Steele feels also that the Vice-Chair should be the member responsible for Safeguarding, which Mrs Stone is.

Mr Steele asked members to start to act immediately & provide regular reports to the Clerk to circulate 7 days ahead of each meeting. **Action 9: all**

- **Year group links.** Mr Steele stated that he felt members should continue with year group links in the same way as we have been doing. These were re-allocated as follows:

Year R - Mrs Pinfield	Year 1 – Mr Steele
Year 2 - Mr Heath	Year 3 – Mrs Stone
Year 4 - Mrs Allen	Year 5 – Mrs Cleverton
Year 6 - Mr Roderick	

Mr Smyth reminded members what is the aim of visits to the classroom – to get involved, hands on, assure the teachers that the visit is not an observation, plan in advance with the teacher, spend time in each class in the cohort. It's about building relationships & getting to know the cohort. Members were reminded to complete a visit report form following a visit & forward this to the Clerk for circulation & copy in the class teacher. **Action 10: all**

## 5 URGENT MATTERS NOT ON AGENDA

- Mr Still stated that additional dates are being arranged for Child Protection training for those staff/Board members who were not able to attend the Inset Day training. Members to be advised of the dates & they should try to attend one.
- Mrs Stone expressed disappointment that the Board member conference being offered by the Trust is to be held on a weekday, meaning the majority of Board members are unable to attend due to work commitments. Mrs Jerbi advised the Board that Kathryn Smith has suggested that if take-up is low, the conference may be moved to a Saturday in the spring term. Mr Steele to raise the issue at the Chair's Forum. **Action 11: BS**

## 6 ANNUAL ADMINISTRATIVE ACTIONS

- **Register of pecuniary interests.** The Clerk 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). **Action 12: KJ**
- **Code of Conduct.** The Clerk tabled 'Code of Conduct for Trustees & Committee Members 2017-18' forms issued by the Trust for all members to sign. Completed forms to be forwarded to the Trust. **Action 13: KJ**
- **Suitability declarations.** The Clerk 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.** Prior to the meeting, the Clerk circulated a record of members attendance at meetings during the academic year 2016-17. All members agreed that this was an accurate record. The Clerk to publish the record on the academy website (statutory requirement). **Action 14: KJ**
- **Meeting dates for 2017-18.** Members agreed the following dates for their meetings this academic year:
 

15 <sup>th</sup> November 2017	24 <sup>th</sup> January 2018	14 <sup>th</sup> March 2018
2 <sup>nd</sup> May 2018	4 <sup>th</sup> July 2018	

 All meetings are Wednesdays & will begin at 7pm.

## 7 REPORT from the BOARD of TRUSTEES/CHAIRS FORUM

- **Kathryn Smith's email of 5<sup>th</sup> Sep 2017** (*circulated prior to the meeting*). Mr Steele led the LB through the key documents relating to the new governance structure attached to this email:
  - Scheme of delegation – a further email from Sam Coates dated 5<sup>th</sup> September that Mr Steele circulated to members sets out clearly the changes made to the scheme of delegation & therefore to the Local Board's responsibilities. Responsibility for the development of annual targets, approving pay recommendations, monitoring health & safety, monitoring annual budgets, monitoring academy improvement plan are all removed from the Local Board. This will "provide additional time to Local Boards to focus on key responsibilities for the development of the academy's strategic plan, community engagement strategy, communication with stakeholders & pupil wellbeing." The scheme of delegation is a document to refer to as necessary.

- LB Admissions Sub Committee – the LB takes on “responsibility for approving annual admissions”. Mr Steele to query the ToR points 1 & 2 to find out exactly how much involvement this committee will have with considering applications. It was deemed that this could compromise members within the community. Mr Still & Mrs Allen are to be the two Local Board members that sit on this committee.

*(Mrs Smith left the meeting at this point, 7.55pm)*

- Complaints Panel – Stage 3 of the complaints process has reverted to the LB. Specific membership of a Complaints Panel to be determined as & when a meeting is scheduled, as for the Exclusions Panel.
  - Local Board ToR – some key responsibilities listed in the ToR relate directly to roles allocated to Board members. Members further discussed how they should fulfil these responsibilities. The Clerk pointed out that the template ‘constitution & membership’ shows one staff member - we still have two staff members; this will reduce to one in the event that one resigns/retires. Members noted that the merger of the two Trusts has not been registered by the majority of parents & that the implications of this need to be communicated more thoroughly to the parent body. Members also queried whether or not their terms of office begin again. The Clerk confirmed that they do not begin again, they continue as they were. Mr Steele asked that any member resignations be notified to the LB with plenty of notice to assist succession planning.
- **Membership of Trust Committees.** No Local Board member is able to express an interest to sit on any of the Committees of the Board of Trustees, mainly because all the meetings are scheduled for mid-week during the day. Members noted that John Smith wants involvement from Local Board members, but he has not made that accessible. Mr Steele to report this to the Board of Trustees. **Action 15: BS**

## 8 VISION

At this meeting, Mr Steele simply asked members to consider ‘Our Annual Goals 2017/18’ listed in our ‘Strategic Plan 2017-2020’. They are and come under the area of responsibility of:

- To increase Academy income (Mr Heath)
- To raise the Academy’s profile & get it known more widely in the Community (Mrs Pinfield)
- To have a regular column in Lindfield Life (already arranged)
- To encourage CPD opportunities for all staff (Mrs Williams)
- To provide wrap around care for our community (Mr Roderick)

These goals to be reviewed at the next meeting.

## 9 PRINCIPAL’S REPORT *(previously circulated)*

Mr Still has used the new-look template produced by the Trust as he would like to feedback to the forthcoming SMT meeting how it was to use as a working document. Initial feedback: members felt the report was dry, formal, not very celebratory; however, it was succinct & contained a lot of information.

Page 2 - ‘budget’ section. Mr Still informed the Board that LPA is being requested to take on roll numerous vulnerable children with SEN by WSCC. The Alternative Provision Unit (APU) is calling us to take on roll children who have been excluded from other schools. Mr Still has responded that we do not currently have the capacity & will take such children on roll **only** if they come with **full** funding for a full-time Teaching Assistant. He feels that should any decision go to appeal the Trust will support us. As can be seen from the budget figures in the report we are already facing a budget deficit of £30-40,000 due to maternity leave & SEN requirements. The Trust can see that.

Mr Still has put a request to the Trust for another FTE TA due to an EHCP having been granted to a child during the summer break. Interviewing takes place on 22<sup>nd</sup> September for 1 x TA for year 1 (replacement of a resignation); there are 5 strong candidates & Mr Still would like to recruit 2 now. He feels the Trust will deny this request & so he will have to interview again in 5 weeks’ time.

Members asked where the money for the perimeter fencing came from. This was paid for from DFCG money, which is ring-fenced for premises work. It used £14,000 of a pot of £15,000. Staff board members asked if staff are aware of this – Mr Still to ensure they are. **Action 16: MS**

We have also replaced the hand basins in the KS1 toilets. We have had assurance from the Trust premises team that the KS1 toilets will be refurbished. Mr Still is happy that the fencing is now in place. Members asked if the children have been asked their opinion of it – not yet.

Page 3 – School Improvement. An appeal for a test paper to be remarked was granted – 1 child (PP & CLA) gained 1 extra mark, which was enough to pass the paper.

Page 3 – ‘on roll by gender’ – members agreed this was useful.

Page 1 – ‘Context’ – members queried figure of 20% living outside of catchment – Mr Still to check this.

**Action 17: MS**

Page 11 – ‘Other’ – Mr Still has discussed with the PTA Chairs his request for the PTA to fund booster groups at years 2 & 6 as discussed at the LGB meeting on 5<sup>th</sup> July. The Chairs feel this request may not be popular with all its members, however Mr Still intends to push for funding of £9-10,000 to support this. He will propose a 3 year plan to show parents that all pupils currently on roll will benefit from funding these groups for the next 3 years. Mr Still expressed his appreciation of the support of the PTA in restoring the pond area into a

beautiful, practical space. But children's outcomes are the academy's priority & he feels the role of the PTA is to support the Principal's view of the needs of the children. Board members who are parents felt that the parent body would support the PTA funding these groups; they can see the benefit of smaller group sessions, which in turn lead to less children in the classroom. Members then briefly discussed whether parents fully realise the financial precipice that schools are on & the DfE consultation for funding. Members suggested setting up a 'Just Giving' page to raise funds for the booster groups. Mr Heath to explore this idea.

**Action 18: NH**

Pages 9, 10 & 11 – Mr Still found the section headings at the end of the report template useful.

Mr Still asked Members how often/when do they wish to receive his reports. The Board agreed at alternate meetings, meaning 1 report per term. In between, Mr Still to just provide updates.

#### 10 PUPIL WELL BEING

**Safeguarding report.** This item in future to be led by Mrs Stone, Member with responsibility for Safeguarding. Mrs Stone stated that she attends a termly meeting with the Academy senior leaders responsible for Safeguarding, which will be reported in her link report each meeting. This week they have met to follow up results of the Safeguarding peer review last term. Mr Still will produce minutes of this meeting as evidence. Mrs Allen also to be invited to attend these meetings moving forward as she shadows Mrs Stone in this role.

#### 11 COMMUNICATION

**Consider parental & staff surveys.** Members discussed repeating the staff survey. Pupils were surveyed in July; parents will be surveyed in December. After discussion, it was agreed that Mr Smyth ask the staff if they would like the survey to be repeated at this time.

**Action 19: JS**

**Ensure that ideas are appropriately communicated to stakeholders.** Members asked how the TA's receive communication. Mrs Smith holds weekly staff meetings with them & minutes are circulated to those who are unable to attend.

**School Council reports.** As a School Council report is no longer included in the Principal's report, Mr Still to speak to Mrs Bain, Council Co-ordinator, about providing a regular report to the Board.

**Action 20: MS**

#### 12 COMMUNITY

We have a good working relationship with the Lindfield Life magazine; we have taken a double page spread each month to report academy news & events to the community. Members suggested inviting the editor in to the academy for a visit with the intention of him writing an article about LPA & the work we are doing here with the children. It was agreed he be invited to the Open Mornings in November, when year 6 children can show him around. Mrs Jerbi to action.

**Action 21: KJ**

#### 13 CELEBRATION

Members who attended the summer term year 6 drama production strongly recommended that members take up any invitation to support this in the future, as it is a wonderful celebration of the children's time spent at LPA.

#### 14 POLICY APPROVAL

None required at this time.

#### 15 REPORT from the ADMISSIONS SUB COMMITTEE

Nothing at this time.

#### 16 Agree items to be brought to the attention of the Board of Trustees

Mr Steele invited members to raise any items by email for him to take to the Chairs Forum on 18<sup>th</sup> October.

#### 17 DATE and TIME of NEXT MEETING

Wednesday, 15<sup>th</sup> November 2017 at 7.00pm

The meeting closed at 9.10 p.m.

**ACTION POINTS:**

<b>ACTION POINT NUMBER</b>	<b>MINUTE ITEM NUMBER</b>	<b>DETAILS OF ACTION</b>	<b>RESPONSIBILITY</b>	<b>DUE DATE</b>
1	4	Put note on newsletter advising parents that the Home School Agreement is available on the academy website.	Mr Still	22Sep
2	4	send revised version of Behaviour Policy to Mrs Stone for advice only	Mrs Smith	Immediately
3	4	ask that the Trust provide official 'Emergency Access' signs to put in front of the gates	Mr Still	Immediately
4	4	investigate the cost of installation of a number plate recognition system	Mr Heath	Immediately
5	4	Follow up the proposal to remove the '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	4	produce local board member photos for display on the staff room notice board	Mrs Jerbi	Immediately
9	4	Begin to act upon area of responsibility & provide report to the clerk	all	8Nov
10	4	Arrange year group link visit & provide visit report to the Clerk	all	8Nov
11	4	Feedback at chairs Forum disappointment that conference is being offered on a weekday	Mr Steele	18Oct
12	6	Prepare register of pecuniary interests & publish on website	Mrs Jerbi	Immediately
13	6	Forward signed code of conduct forms to the Trust	Mrs Jerbi	Immediately
14	6	Publish annual meeting attendance document on website	Mrs Jerbi	Immediately
15	7	Report to Board of Trustees that no Local Board Members are able to stand for Trust Committees	Mr Steele	Immediately
16	9	Ensure staff are aware that funding for the perimeter fencing came from the DFCG	Mr Still	Immediately
17	9	check on roll out of catchment figure of 20%	Mr Still	LB mtg 15Nov
18	9	Explore the idea of a 'Just Giving' page to raise funds to pay for booster groups	Mr Heath	immediately
19	11	Ask staff if they would like to complete a staff survey at this time	Mr Smyth	LB mtg 15Nov
20	11	ask Mrs Bain to provide regular School Council reports to the Board	Mr Still	LB mtg 15Nov
21	12	Invite Lindfield Life editor to attend one of our November Open Mornings	Mrs Jerbi	immediately

**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