



**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS and BOARD OF GOVERNORS OF THE RURAL CHURCH SCHOOLS ACADEMY TRUST (RCSAT) held on 17<sup>th</sup> JULY 2018 At THE AQUEDUCT MARINA, CHURCH MINSHULL**

**Directors in Attendance:**

P Bostock (PB) Chair of Board of Directors  
A James (AJ)  
S Loughlin (SL)  
I Rutter (IR)  
F Todd (FT) Executive Headteacher

**Local Advisory Committee Members in Attendance:**

C Briggs-Harris (CBH) (From 19.25)  
B Brockbank (BB)  
I Burnley (IB)  
P Goggin (PG)  
L Monroe (LM)  
H Spencer (HS)  
A Tomlinson (AT)

**Also in Attendance:**

S Mellor (SM) (from 20.03) Warmingham School Headteacher  
L Taylor (Clerk)

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**PART ONE**

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Welcome and Prayer

**1. APOLOGIES AND AOB ITEMS**

**1.1** Apologies were received and accepted from;

**Directors:** A Platt and J McMurtrie

**Local Advisory Committee Members:** T Hayward (TH), R Hazelton (RCH), H Isherwood (IR),

A Richardson (AR) and Z Lloyd (ZL); apologies for late arrival received from CBH.

**School Principals:** A Goodwin and N Badger.

**1.2** Part one business tabled for consideration during the meeting: Education Acronyms;

**Action: Clerk:** Folder on Governor Hub for acronyms.

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## 2. CONFLICT OF INTEREST

To declare any potential pecuniary interest or conflict of interest between an individual and the governing board as a whole in connection with the business to be discussed during the meeting.

The following were declared:

- P Goggin is a governor at Mablins Lane Primary School and a Trustee of the Warmingham School House Trust.
- S Loughlin is a governor at Christ the King School Macclesfield.
- I Burnley is a Trustee of the Worleston School House Trust.

## 3. MEMBERSHIP

a) **Director:** J McMurtrie will be standing down as Estates Director at the end of the academic year. A replacement Estates Director will be recruited during the autumn term.

### b) **Local Advisory Committees:**

**Bunbury:** L Monroe was appointed on 16.05.18 and joined the Finance and Estates committees. R Hazelton will be standing down at the end of the academic year.

**St Oswald's:** J McMurtrie will be standing down as Local Advisory Committee Member at the end of the academic year.

**Warmingham:** H Isherwood is standing down from the local advisory Board at the end of the academic year.

**Action: Clerk:** Include updated committee membership in minutes.

c) **Vacancies:** Board and Local Advisory Committee members are to look to local contacts for potential candidates for membership of the Committees.

d) Updating governor details on the national database of governors on GIAS.

**Action: Clerk:** Check with J Jones, School Business Manager.

## 4. PART ONE MINUTES AND MATTERS ARISING

4.1 The part one minutes of the spring term full governing board meeting on 19.03.18 were **agreed** as an accurate record and signed by the chair.

4.2 Matters arising from the part one minutes not covered elsewhere in the meeting:

6.2.2 Achievement Committee meeting 15.3.18 minutes received under item 6.

The meeting discussed monitoring of the school website and ensuring outgoing operational actions from committee meetings were completed. It was noted that the vacant Trust Administration Officer role is being recruited into. It was agreed that LM will take on link governor responsibility for checking the Trust website for compliance with statutory items.

**Action: Clerk:** Email LM academies website audit tool.

**Action: LM:** Complete audit of Trust website.

**Action: Clerk:** Action sheets will be compiled into a termly action sheet for monitoring at the termly board meetings.

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**Action: Clerk:** Action sheets to have actions c/fwd. section until confirmed complete.

**4.3** The part one minutes of the extra full governing board meeting on **16.05.18** were **agreed** as an accurate record and signed by the chair with no matters arising.

## **5. CHAIR'S ACTION**

The Chair reported that **no** decisions had been taken **under the Chair's Power to Act** on behalf of the Board of Directors since the last full governing board meeting.

(19.25) CBH joined the meeting.

## **6. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**

**6.1.1 Achievement Committee 15.3.18:** SL presented items of note:

- The summer term Achievement committee meeting has been arranged for 18.07.18 to receive the SATS scores and discuss them in depth.
- A SATS results overview was received in advance of the summer FGB meeting. St Oswald's maths results were noted.
- **Q: Is it maths results across the board?**
- **A:** *We have had a real focus on English and writing.*
- **A:** *Teaching of maths has changed as part of the National Centre for Teaching Excellence in Mathematics (NCTEM) hub. We have been unpicking the results and Teachers have been focussing on mastery; marks were lost on the easier questions; we may need to look at exam technique.*
- **Q: This will be a change at all three schools?**
- **A:** *We are going back to basics and a meeting is set to look at fluency and basic skills which we will be introducing back into lessons.*
- **Q: The Ofsted perspective?**
- **A:** *St Oswald's is due an inspection.*
- **Governor Comment:** *It is about the case studies behind the results.*
- **In Response:** *St Oswald's have had everything put into maths; 2 children missed the score threshold by a mark or two who were expected to get through. The cohort had 40% mobility in years 4 and 5. Part 2 item recorded.*
- The school have requested that 2 papers are re-marked; with these scores the school would achieve age related expectations. Extra lessons, 1-1's, booster lessons and extra homework were done to prepare for the SATS, the outcome seems cohort specific. Maths is currently being looked at across the MAT.
- **Governor Comment:** *The SATs results did show all the work that has taken place with writing. The strategic development plan (SDP) has paid off. St Oswald's is not in a 3 year downward trend, it is a spiky trend that fits with a small school.*
- **Q:** *It's really nice reading at home, I don't do a lot of maths at home; I wonder how much parents are helping children at home?*
- **A:** *It is in the planning to do parent workshops next year. There can be a lot of negativity around maths and it can become a barrier.*

- **Q: Helping with maths, the use of Mathletics online resource and how parents could assist?**
- **A: The schools do this for Y6 parents, it is a 6 week course.**
- Engaging parents with the way maths is taught in the schools and maths support for KS1 parents were discussed.
- **Governor Comment: A positive at Warmingham following the Regional Schools Commissioner's (RSC) visit, the results are extremely satisfying. A huge amount went into the preparation for the visit and it has paid off.**
- The profile of next year's Y6 cohorts at Warmingham and Bunbury were noted (under part 2)
- The importance of having the evidence behind the data and evidence of progress was noted.

**6.1.2 Pastoral Committee:** AJ presented items of note:

- The committee have established a good monitoring cycle over the three terms to cover the remit of the terms of reference.
- Policies and procedures aligned to the committee are monitored.

**6.1.3 Estates Committee 20.06.18:** PB chaired the summer meeting in the absence of JMc and presented the following items of note:

- St Oswald's Condition Improvement Fund (CIF) bid was successful for the new boiler and windows. An issue has been hit with the project management, the opening meeting has not been held and the work will not be achieved during the summer break; PB will be following this up with the project management provider.
- **Q: Are we obliged to use the project management?**
- **A: At this point as they submitted the successful bid.**
- It was noted that the boiler must be replaced during the summer break.
- The Trust will be reviewing the bid submission process.
  
- Warmingham – reported by IR:
  - The car park has been completed.
  - The car park lease is nearly complete; the issues regarding the trees and the Diocese's ownership of the land were noted.
- BB informed the meeting that during a link governor visit to Warmingham she received very positive parental feedback regarding the improved and safer car park and the school field improvements.
- Thanks were extended to IR for his hard work towards the new car park and school field.
- There is one action outstanding to install CCTV and this is being looked into.

**6.2** No further committee reports were received.

**6.3** There were no recommendations requiring the approval of the governing board.

**6.4** Reports from Governors with special responsibilities;

**6.4.1 SEND:** reported by SEND link governor, AJ:

- AJ met with the Trust's Special Educational Needs Coordinator (SENCo), J Cliffe, and SEN consultant, L Wrenshall (LW), and received assurance that they

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are working well as a team. There is only one more year of funding for the SEN consultant who provides high quality support to the SENCo which includes one day in school, targeted support for children, lots of meetings with parents and a very clear criteria about progressing.

- **Governor Comment: The quality and detail of that work is reflected in the reports, with the Inclusion report being received at the Achievement committee. JC and LW make a very good team. JC is taking on a mammoth task in undertaking Dyslexia training for the benefit of all three schools. Whilst JC undertakes the training she would need LR as a mentor.**
- **Q: When the funding runs out for LW, the costs?**
- **A: 7k- 8k. It is the depth of experience and extra LW brings. LW sits on national boards.**
- Costs per school per academic year would be approx. 3k. The meeting discussed applying to the local trustee funds for support.
- **Action: IB/PG:** Apply to Warmingham School House Trust and Worleston School House Trust.
- **Action: PB:** Apply to the Haberdashers' Company.
- **Action: J Jones:** Put L Wrenshall support costs in next year's budget.
- Next year's Y6 cohorts were discussed.
- **Q: There are documents and case studies?**
- St Oswald's Principal had noted that the SATS external moderator had commented on the exemplary practice of the literary support assistance and the use of extra time. It was noted that this would add depth to the case studies.

**6.4.2 Safeguarding:** reported by Safeguarding link governor, SL:

- SL and Pastoral manager, K Charlesworth, completed the summer term visit to St Oswald's;
  - The Single Central Register (SCR) was checked.
  - The Visitors to School protocols were discussed with the new admin staff.
  - There are a few actions to follow up.
  - There have been no referrals to the Local Authority Designated Officer.

**6.5 Full Board Approvals;**

**6.5.1 Approval of the Budget plan 2018-19:** The plan had been interrogated by the Finance Committee and recommended for adoption; the Budget plan 2018-19 was **approved** by the Board of Directors.

**6.5.2 Approval of the Staffing structure for 2018-19: approved** by the Board of Directors.

The school's budgets have been set with and without the Teaching Unions proposed national 5% pay increase for teachers factored in and the Trust is awaiting the government's decision.

## 7. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

It was noted that version 2 of the report had been issued on 17.07.18 with amendments to some of the data. FT presented items of note from the executive summary:

- Faculties are having impact; it is helping to unify practice across the MAT and save money.
- The maths team has started on action plans.

(20.03) SM joined the meeting

- There are new style lesson observations and these are more of a coaching/ learning walk model; this has had impact and staff are very positive about it.
- Pupil and parent surveys have been done across all three schools.
- FT is a designated National Leader in Education (NLE) and is currently working with 2 schools.
- Bunbury Principal, N Badger, has started to work as an SLE working on English with Kelsall Primary School.
- Focus has been on the curriculum with a new system of assessment trialled which will be implemented in September. The first draft has gone to the Achievement committee (meeting 18/07).
- Staffing changes were noted. The biggest finance issue has been setting the back office and SLT for up for 5/6 schools in the academy following pressure from the RSC to grow.
- Interest from schools to join the MAT was discussed. It was noted that maintained schools are not facing the same pressure to convert to academy as previously. Part 2 minutes recorded.
- The Trust's staffing structure was discussed. Part 2 minutes recorded.
- Finances remain a challenge.
- Space at St Oswald's is a challenge. The Nursery toilets need to be addressed and this is a priority for the Estates Committee.
- Embedding data into School Pupil Tracker Online (SPTO) still needs to look at aspirations for SEND pupils and this is in a process.
- Number on roll and the pupil characteristic of each school were noted.
- The Trust do not authorise term time holidays.
- **Q: The RSC's visit recommendations regarding strengthening leadership at the Trust; The SEF has Bunbury as outstanding for leadership?**
- **A: The RSC recommendations were for Trust level not school level. The RSC's comments were about growing the Trust leadership to be sustainable for 600 children.**
- Issues with data; maths tracking doesn't work accurately with School Pupil Tracker until the summer term due to the teaching sequence. FT has suggested that staff keep logging data online and flood fill the column on teacher assessment. Lots of schools have the same problem with SPTO.
- **Q: Will SPTO change?**
- **A: They are normally very good. The school are backing up with termly standardised tests.**
- Individual cohorts were noted at each school. (part 2)
- The Trust has been conducting internal pupil premium reviews.

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- The progress of PP children at all three schools was noted. The Trust is getting more strategic in the use of SPTO.
- KC is the Pastoral Manager across all three schools now and will be the PP champion from September.
- The Trust SDP has been written with the action plan for the Trust to be agreed.
- **Action: Committee Chairs:** Develop 3 year policy renewal cycles.
- SLT meetings have been effective and had impact.
- **Q: *MAT growth – other schools?***
- **A: *It is the cost of conversion usually in the region of 25k.***
  
- **SDP**
- Priority 1 is maths; there will be focus on maths, English and science.
- There will be focus on running of the Faculties and tighter timetabling.
- **Q: *There are 6 data collection points?***
- **A: *6 for core, the others once a term.***
- Priority 2 Meta cognition work based on an Education Endowment Fund (EEF) report.
- Marking and staff and pupil wellbeing.
- **Q: *What happens if a supply teacher goes in?***
- **A: *We will ensure they are aware of the marking policy.***
- **A: *Evidence is on 1 sheet, it is all about the next lesson.***
- **Governor Comment: *Looking at books at Bunbury you could see the progress. There is specific marking for a specific piece which you could use for assessment.***
- All supporting documents are on GovernorHub; any further questions can be emailed to FT.

8. **GENERAL DATA PROTECTION REGULATION (GDPR)**

- Monitoring compliance with the GDPR: The governors GDPR checklist is on Governor Hub.
- Online training is available to the board. **Action: BB:** Complete on-line training.

9. **HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW (HTPM)**

- IR is going to lead the HTPM process.
- **Q: *External adviser?***
- **A: *FT is the SIP for the School Principals and Headteacher.***
- External support for the Executive Headteacher's performance management was discussed and it was **agreed** to appoint B Padgett for the next academic year.
- **Action: IR:** Contact B Padgett and arrange HTPM panel meeting.

10. **DIRECTOR'S REPORT**

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The summer report and precis were received at the beginning of the term and matters arising and actions taken to the committee meetings. Further items highlighted by the clerk:

Item 1, the NGA's document on Headteacher Appraisal recommendation to all governors to read this item. **Action: IR:** Read the NGA Headteacher's Appraisal document.

Item 13, Governing Board Documents - Storage/ Retention/Good Practice Guidelines

**Action: ALL GOVERNORS:** Read item.

## 11. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

The meeting discussed the training packages offered by both Chester Diocese and Cheshire East Council. It was noted that Chester Diocese has planned an extensive programme for next academic year which will shortly be published. Feedback from the Board included that the Diocese Safeguarding course was of good quality, courses are at reasonable cost and that it would be worth exploring the Diocese's MAT training package.

**Action: ALL:** Liaise with the Training Link Governor, SL, to plan training attendance for next year.

**Action: ALL:** Update own training folder in Governor Hub documents with all training attended this year.

**Action: LM/HS:** Complete Level 1 Safeguarding training and Prevent online training as soon as possible. Inform J Jones if require to attend Level 1 Safeguarding course;

[businessmanager@RCSAT.cheshire.sch.uk](mailto:businessmanager@RCSAT.cheshire.sch.uk)

(Inform Pastoral Manager, K Charlesworth, if require to do on-line Safeguarding course;

**Action: ALL:** email Prevent online certificates to K Charlesworth

[kcharlesworth@RCSAT.cheshire.sch.uk](mailto:kcharlesworth@RCSAT.cheshire.sch.uk)

## 12. SCHOOL POLICIES

- Charging and Remissions Policy 2018-19 **approved** by the Board of Governors.
- The Marking Policy agreed as to be taken to Achievement committee 18.08.18.
- British Values had been reviewed by the Pastoral Committee with amendments agreed.

## 13. PLANNED RESIDENTIAL VISITS

- No visits were tabled for approval.

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**14. UNIFORM**

- A letter from a group of Bunbury parents was noted. Issues with the supply of uniform and variation from the agreed supplier prices were discussed. Parental concerns and the limited stock available for new starters were noted. Feedback from events attended by pupils from the Trust was noted; these had been very complimentary about the uniform. Parental feedback was very positive about the quality of the uniform, but one issue is the comparative cost. It was noted that the children had selected the uniform.
- **Action: FT/ SM:** Set up meeting with uniform suppliers and IR.
- **Action: IR:** Negotiate with uniform supply company.
- **Action: FT:** Communicate to parents that the Trust are investigating parental concerns.

**15. DISCUSSIONS WITH Chester Diocesan Academy Trust (CDAT)**

The Board of Directors authorised the Chair of Directors to enter into informal discussions with C Penn, Director of Education Chester Diocese.

**16. NOMINATIONS FOR CHAIR**

It was agreed that nominations for the election of Chair of Directors would be taken at the autumn term meeting. **Action: Clerk:** Autumn FGB agenda meeting.

**17. NOMINATIONS FOR VICE CHAIR**

It was agreed that nominations for the election of vice Chair of Directors would be taken at the autumn term meeting. **Action: Clerk:** Autumn FGB agenda meeting.

**18. MEETINGS**

The Clerk informed the meeting that a new CE Clerk will be allocated as Clerk to the Trust 2018-19.

The dates and times of the three full board meetings to be held during the academic year 2018-2019 were **agreed** as:

- November 19<sup>th</sup>, 2018 commencing 6pm, preceded by Finance/HR meeting at 5pm
- March 18<sup>th</sup> 2019 commencing 6pm, preceded by Finance/HR meeting at 5pm
- The summer term meeting date is to be agreed at the November meeting.

**19. ANY OTHER BUSINESS**

There was none.

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End of Part one minutes.  
Part two minutes recorded.