



**Minutes of the Board of Directors Meeting  
Wednesday 23 November 2016 at 6.50pm**

Stuart Bailey (SB)	Director – Chair of RO GB	Present
Kathleen Conroy (KC)	Director – Chair of FA GB	Absent
Rose Anne Ellis (RE)	Director – Chair	Present
John Green (JG)	Director	Apologies
Natalie Perera (NP)	Director	Present
Ros Sandell (RS)	Director	Present
Lynn Bruce (Clerk)	Governance Clerk	Present
Roxana Huque-Dowlet (RHD)	Group Finance and Business Manager	Present

<b>Item</b>	<b>Minute</b>	<b>Action</b>
1	<p><b>Welcome</b> The Chair opened the meeting and thanked everyone for attending.</p> <p><b>Apologies</b> Apologies were received and accepted from John Green (unwell).</p> <p><b>Quorum</b> - The quorum for this meeting is 1/3<sup>rd</sup>. The Chair confirmed the meeting to be quorate.</p> <p><b>Declaration of Pecuniary, Business &amp; Personal Interests</b> Directors were asked to declare any pecuniary, business or personal interests they may have regarding this agenda. None were declared.</p>	
2	<p><b>Minutes of the Board Meeting held on 21 July 2016</b> Directors agreed and approved the minutes of 21 July 2016 Part A &amp; B as being a true and accurate record of the meeting.</p> <p>The Chair signed the minutes and gave them to the Clerk to scan and send to RHD for the school file.</p> <p><b>Matters arising from the Minutes</b> There were no matters arising that are not already on the agenda.</p> <p><b>Action Points</b> Oliver Lewis is a local councillor who joined the Fairchildes Governing Board back in September. Directors would like to look at skills across the Trust to see what skills would enhance the current membership from an independent non-education based person joining the Board.</p>	
3	<p><b>Feedback from Finance, Personnel and Audit Committee (FPA)</b> There was no feedback required as all Directors were present at the FPA Committee meeting. Directors noted the contents of minutes of 21 July 2016.</p>	
4	<p><b>Minutes from Governing Boards</b></p>	

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	<p><b>Fairchildes Primary School – 14 September 2016</b>  Directors noted the contents including:</p> <ul style="list-style-type: none"> <li>• appointing Co-Chairs;</li> <li>• new Link adviser, Tim Rome, substantive Head at Woodcote Primary and</li> <li>• Duty Governor responsibilities.</li> </ul> <p>Directors agreed to accept the minutes.</p> <p><b>Rowdown Primary School – 22 September 2016</b>  Directors noted the contents including:</p> <ul style="list-style-type: none"> <li>• Resignations and recruitment of Prospective Governors;</li> <li>• Review of a SLT to include AHT and</li> <li>• Work agenda and training set out for the year.</li> </ul> <p>Directors agreed to accept the minutes.</p>	
5	<p><b>Premises Issues</b>  <b>Fairchildes</b>  Application for funding is being made and the re-application for the hut will be submitted.</p> <p><b>Rowdown</b>  Over the Summer, Rowdown had all fire doors put in along with boundary fencing with the remainder going up during the next holiday period. The next round of funding will go to upgrading the toilets.</p> <p>There are roof leaks around the school. Governors agreed to complete a walk around the site to enable priorities to be made.</p> <p>The boiler put in three years ago, by the LA is causing problems with the pump/condenser not working properly. Thus, some areas of the school are not heated. It is estimated to cost £6,000.</p> <p>RHD informed Directors that when applying for bids 10% of the total cost is expected upfront. Directors discussed transferring money from Fairchildes budget to assist Rowdown which was agreed. Directors requested a five-year plan of expected repairs and for the Site Manager to give risk ranking as a guide. <b>Action:</b> Clerk agenda item.</p> <p>Rowdown will start letting the building to the community. Action: RHD to ensure the Trust wide Letting policy is approved. <b>Action:</b> RHD</p>	<p style="text-align: right;">1</p> <p style="text-align: right;">2</p>
6	<p><b>Pupil attainment, progress and achievement</b>  RS circulated the Dashboard to Directors for both schools.</p> <p><b>Fairchildes</b>  Directors noted:  Early Years -</p> <ul style="list-style-type: none"> <li>• Good Level of Development (GLD) in Reception to be improved;</li> </ul>	

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	<ul style="list-style-type: none"><li>• Staff to ensure children are Year one ready;</li><li>• Phonics test scores are to be improved and</li><li>• Daily sentence writing to be introduced.</li></ul> <p>KS1 –</p> <ul style="list-style-type: none"><li>• Attainment was at Expected Standard (ES) for writing and</li><li>• Children were grouped to show results at end of EYFS.</li></ul> <p>KS2 –</p> <ul style="list-style-type: none"><li>• was above in all subjects and combined and</li><li>• Progress was good.</li></ul> <p>Progress levels are above the national figures. Link adviser targets will be set next week.</p> <p><b>Rowdown</b></p> <p>Directors noted:</p> <p>Early years -</p> <ul style="list-style-type: none"><li>• Steady improvement in the number of children attaining GLD;</li><li>• This year’s cohort is better than previous years;</li><li>• Staggered entry into Reception;</li><li>• Daily sentence writing and</li><li>• Phonics test scores are to be improved.</li></ul> <p>KS1 –</p> <ul style="list-style-type: none"><li>• Attainment was at ES and above national for all in Reading and Writing;</li><li>• Greater depth is below national standards which is being looked at;</li><li>• Year one children that did not meet ES are being targeted and will form part of the staff’s performance management targets.</li></ul> <p>KS2 –</p> <ul style="list-style-type: none"><li>• Orchard room was created due to specific cohorts;</li><li>• Progress was good from KS1 baseline but not that good within attainment;</li><li>• Reading score was very poor, there were a group of boys that did not get the required attainment.</li></ul> <p>Link adviser targets will be set during the next two weeks.</p> <p>Literacy co-ordinators and SLT members of both schools are creating a curriculum map for the Reading lessons across the Trust to include comprehension skills which will start in January.</p> <p>Q. If progress at Rowdown was removed, would they be below the floor level in attainment?</p> <p>A. Yes, but so would many schools at 65% level.</p> <p>Raise online will be the focus at the GB meeting on 8 December 2016.</p>	
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	<p>SB attended the RAISE training by Octavo held on 16 November which showed 'how to work out averages' which was a very good training session.  <b>Action:</b> Clerk to add to training log.</p>	3
7	<p><b>School Improvement Plan (SIP)</b>  The Chair visited both schools to go through Self Evaluation Form (SEF) which in turn will lead into the SIP.</p> <p><b>Fairchildes</b>  The Chair observed both children and staff were engrossed in their learning. Discussion with the Head regarding the SIP highlighted the need to set priorities for improvements however the school was completely on track and information/expectations were clearly disseminated to staff.</p> <p>The SEF including strengths and weaknesses will inform the SIP. Summary data at the front of the document would be ideal.</p> <p>On the next visit, the SEF/SIP and foundation stage will be the focus.</p> <p><b>Rowdown</b>  The Chair met with the literacy lead and was told about their targets. At a recent staff training, the Year six paper was given to all staff to sit which raised some interesting comments. Some strategies being looked at were new. Reading scheme was discussed.</p> <p>The Chair will re-visit in January with a Behaviour for Learning and Foundation Stage focus.</p> <p>Q. Are long standing strategies providing good impact?  A. There were different views around this especially for less able children about this.</p> <p>Q. What is the process to improve a Leader of a school?  A. Performance Management should be progressive and effective in all schools.</p>	
8	<p><b>Policies to be approved/reviewed/ratified</b>  Directors received the recommendations from the Finance, Personnel and Audit Committee to ratify approval of both the Pay Policy and the Sick and Leave Policy. Directors approved both policies. <b>Action:</b> Clerk to add approved Policies to the policy review schedule.</p>	4
9	<p><b>Governance Review</b>  The Chair and RS have been looking at ways to develop and build on skill sets for both Governing Boards.</p> <p>The Chair was impressed when she attended the last GB meeting at Fairchildes and acknowledged how business like the meeting was.</p>	

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	<p>KC had produced a document to assess how well Governors were doing in their roles and responsibilities which linked into the School Development Plan. The agenda was RAG rated to give a performance indicator in terms of statutory duties, clear visions for the future and setting priorities. The Chair felt it was refreshing to hear the discussions that followed.</p> <p>Both The Chair and NP will be attending the next Rowdown GB meeting.</p>	
10	<p><b>Board members Training</b>  Directors fed back on recent Safeguarding training (09/11/16) which was held at Fairchildes.</p>	
11	<p><b>Any Other Business</b>  <b>Children's Centre</b>  There is additional funding. Woodlands and Fairchildes have separate budgets but as Fairchildes oversee most of the staff from the universal hub more funding is held at Fairchildes. Currently, staff are being TUPE'd to Fairchildes. There is an on-going enquiry about pensions liability for transferring staff with Croydon Council. Consultation meetings are currently being held with HR and Unions.</p> <p><b>Pensions</b>  Oasis Academy are about to attend Court via the Ombudsman to challenge the Pension impact.</p>	
12	<p><b>Confidential Items</b>  Directors agreed to report Performance Management and a Dismissal within the Part B confidential minutes.</p>	
13	<p><b>Dates of Future Board meetings</b>  Directors agreed dates below all to meet at 6.30pm</p> <ul style="list-style-type: none"> <li>• Thursday 22/02/17 (from 12/01/17)</li> <li>• Thursday 20/04/17 (from 30/03/17)</li> <li>• Thursday 06/07/17</li> </ul>	
<p>There being no further business, the Chair closed the meeting 8.40pm.</p>		

Item	Action	By	Status
1	Five-year plan of expected repairs with risk ranking as a guide to Rowdown agenda.	Clerk	Open
2	Letting Policy to be written and approved	RHD	Open
3	Raise training to training log for SB	SB	Open
4	Pay Policy and the Sick and Leave Policy to be added to the policy review schedule.	Clerk	Open

Signed as a true and accurate record of the meeting.	
Chair's signature	
Chair's name	
Date	