

Minutes of the Board of Directors Meeting held on

Wednesday 22 February 2017

RoseAnne Ellis (RE)	Director – Chair of the Board	Present
John Green (JG)	Director – Vice Chair of the Board	Present
Natalie Perera(NP)	Director	Absent
Stuart Bailey(SB)	Director – Chair of Rowdown LGB	Present
Kathleen Conroy(KC)	Director – Chair of Fairchildes LGB	Present
Ros Sandell (RS)	Director – Executive Head Teacher	Present
Roxana Huque-Dowlet(RHD)	MAT Finance & Business Manager	Present

MINUTE

SECTION 1

Welcome: The chair opened the meeting and thanked everyone for attending

Apologies: No apologies received.

Quorum : The quorum for this meeting is 1/3rd. The Chair confirmed the meeting to be quorate.

Declaration of Pecuniary, Business & Personal Interests: Directors were asked to declare any pecuniary, business or personal interests they may have regarding this agenda. None were declared.

SECTION 2

Minutes of the Board Meeting held on 23 November 2016: Directors agreed and approved the minutes 23 November as being a true and accurate record of the meeting.

The Chair signed the minutes and gave them to RHD for the school file.

Action Points from last meeting:

- 5 year plan of expected repairs: RS explained that most major repairs which come under long term maintenance planning are completed through CIF Funding i.e. roof repairs, double glazing, replacement of fence, fire security etc. Under the current financial climate instead of longer term planning we are working on a yearly maintenance scheme and budgeting for as much of this as possible to be done in house, so allowing funding to be available for emergencies, such as Rowdown's boiler.
- Letting policy had been written and presented.
- Members:
Caroline Warner, a former director of the Trust, was approached by RS to join the Trust as trust member. RS is hopeful that Caroline may join.
John Green has been registered as a member of FACT following his appointment in the AGM meeting on 6 December 2016.
Dr Peter Andrew the member of FACT should be removed due to his no contact with the trust and in the interest of the company. Action to follow on this matter.

Directors confirmed the action points from previous meeting have been completed.

SECTION 3

Feedback from Finance, Personnel and Audit Committee (FPA): RE confirmed that FPA looked into the management reports for December 2016. They do not have any concerns as the budget is under control.

Account Return 2015 16: Chair signed AGM minutes from meeting held on 6 December.

KC expressed her concern regarding pension deficit declared in 2015-16 accounts. KC suggested that consideration should be given to reducing the level of permanent support staff, especially TAs, by recruiting through an Agency, and also if possible to TUPE current TA staff to an agency so that the trust is not liable for pension payments. KC will do some further research on this matter.

SECTION 4

Letting Policy

As directed by the FPA committee, a clause will be included in the terms and conditions of hiring that will state that no antisocial behaviour or activities will be allowed. Once the policy is amended it will be e-mailed to the trustees for approval. The hard copy will be signed in the next meeting.

SECTION 5

Minutes from Local Governing Body:

Trustees noted the contents of Fairchildes LGB minutes and Rowdown LGB minutes. There were no issues arising from these minutes.

SECTION 6

Premises

RS and RHD confirmed that the trust has applied for CIF funding for Toilet facilities at Rowdown and replacement of demountable cabins for Fairchildes.

KC mentioned that during her tour around the school she noticed one of the huts is used for external storage by the Steel band. The state of this area looked distressed. She also enquired regarding the rental arrangement. RS answered, the school receives £50 per month for storage from the Croydon Steel Orchestra. She also pointed out that this is the Steel Band practice hut that the school pupils use for lessons and daily lunchtime practice and the stored trailers are used for carnivals throughout the year. The school will look into installing willow fences around the storage area to improve the appearance.

SECTION 7

Pupil attainment, progress and achievement:

RS presented the board with the following documents.

Detailed Plan for Improving Reading – Rowdown Primary. Written in response to poor attainment in reading and in conjunction with the reading section of the Fairchildes Key Academic Priorities. RS

reported on successful parent reading sessions and the positive impact that the discrete reading skills sessions were having.

Key Academic Priorities Plan 2017 – Fairchildes. Written to be actioned alongside the WSDP, RS explained that this plan focusses on the key areas identified from last year's data that need addressing across the school.

SB asked why Rowdown don't also have such a plan? RS explained that Fairchildes' WSDP focusses a lot on development projects such as the arts and other specific school projects, hence the need to write an additional plan to address academic improvement issues, whereas Rowdown's SIP is very much focussed on these from the outset.

SIP 2016/17 Final – Rowdown

Whole School Development Plan 2016/17 – Both of these documents had been previously seen and discussed.

Fairchildes Autumn Data, Rowdown Autumn Data.

The data from both schools reflected the situation in the Autumn Term where teachers focus on scaffolding the work of children. At the end of this term they identify those certain to reach expected standards. Whilst a large group remain vulnerable most are expected to reach the standard by the end of the school year. Many SEN children will be below, and working at a lower year group's standards.

The data also clearly identifies achievement issues within particular groups of pupils in certain year groups, for example clear gaps between gender groups or PPG/non PPG children. RS explained that these have been investigated by both schools and acted upon through additional support/intervention groups.

RS went through the documents with the directors in detail. Though the next Board meeting is immediately after the Easter holidays RS said that she should be able to provide the key data headlines from each school which will be collected in progress meetings in the last week of term.

SEF: The SEFs from both schools had been sent to Directors. The Outstanding judgements on the Fairchildes SEF were approved.

RE advised a definitive grade was needed on some of the Rowdown judgements where both RI and Good were written. RS said an SLT meeting was taking place before Easter for a mid-year review with the intention of doing just this, and ensuring the evidence was available to support the judgements made.

SECTION 8

Chair of Directors Academy Visit

The Chair presented her reports on her visit at Fairchildes on 18 November and 25 January and at Rowdown in February 2017. The reports detail her observations during her visits.

- Fairchildes Visit January 2017

RE was impressed by the breakfast club where children were enjoying a substantial healthy breakfast and then joining in the reading groups.

The chair also observed an excellent lesson in a reception class where children were responding confidently to the teacher. She noticed an improvement and a remarkable outcome in writing progress since the introduction of the new writing policy.

The chair is confident that by working through the planned development projects, the school is in a strong position to meet its targets for 2017.

- Rowdown Visit February 2017

Headteacher Ms Shute gave the chair an overview of the school's performance data and provided her with the detailed plan for improving reading.

RE felt there was a more business-like ethos across the school. Children were more settled, learning behaviour was good and they were focused on reading and writing.

The chair was confident that Rowdown is clearly making progress. RE thanked RS for her work in achieving this.

SECTION 9

Any other Business

RS mentioned a Croydon school is interested in joining a MAT and is considering our Trust. RE and RS had a meeting with the Headteacher and the chair of the governors of that school. They will also be looking into some other MATs before making a decision. SB wanted to know if FACT is ready to add on another school. RS and RE both confirmed their view that the Trust is ready.

SECTION 10

Dates of Future Meetings:

22 April 2017

06 July 2017

There was no further business

ACTION POINTS

- 1. Amend letting policy - Roxana**
- 2. Proxy vote request from Lin Cress for new member appointment – Roxana**
- 3. RS to confirm Caroline Warner's interest in becoming a member**

Signed as a true and accurate record of the meeting.

Chair's signature

Chair's name

Date