

**Minutes of the Directors' Meeting of the St Christopher's C of E (Secondary) MAT
Tuesday 4th May 2021 at 4pm held remotely via Microsoft Teams
The Ilfracombe Academy**

AGENDA ITEM	ACTION
Present: Andrew Bailey (AB, Chair), Sean Sweeney (SS, Vice-Chair), Pat Glover (PG), Giles King-Smith (GKS), Richard Annear (RA), Steve Rogers (HT)	
1. Opening Items (SS) <u>Apologies for Absence</u> – None <u>Declarations</u> – None <u>Confidentiality</u> – Understood <u>Approval of previous meeting minutes</u> – previous minutes approved and to be electronically signed by chair	AB
2. Main Focus and Questions (AB) <u>Update on governance review</u> – This was discussed at LGB on 29 th April and governors' opinions were sought. Some ToFR were not complete which has now been remedied, the SODA has now been completed and a complete version was sent to Jackie Eason. It was noted that we were short of Directors, there should be 7 foundation directors as well as HT and CoG and 2 parent directors. AB noted that we don't need that many as the Articles state not less than a majority of 2 directors over all other directors, which we have. Jackie noted that the LGB committees are populated by skilled people and as there are no other schools within the MAT we should only have a BoD. Unanimously it was agreed that this would not be a good idea. The work of the board and LGB are separate and have different functions. RA noted the feelings of the LGB were as AB described, the LGB is concerned with T&L and the Board is more strategic. PG I would support this decision of the LGB, as we have been a single school there has been no work on merging yet but once this happens the Board will need to have a separate agenda away from the day to day running of the school. RA There are ongoing discussions about the sub committees within the LGB. AB One of the issues was the number of meetings and there are now slightly less but this could be reduced more. Policies can be delegated to senior staff as much as possible. HT Outside eyes on any organisation is a good thing and some of the points were valid, we do have a strong trust and BoD/LGB with the right level of challenge and support. We want to develop what's right for a rural and coastal school but stay open to working with others when it is appropriate. PG How many meetings are there and how many of those does Steve attend? RA We have within the LGB, 3 sub committees and may look to merge SIAMS with Standards and Curriculum, keeping Safeguarding and SEND separate. HT SG, Att and Behaviour needs to be every ½ term. C&S could only be 3 times a year after one of the 3 data drops. PG HT does not need to attend all meetings, could some new senior staff take those meetings? AB There is potential for that. HT Because of Covid I have not been able to attend as much as I would like to. Those meetings need to be in line with data drops rather than reducing the amount of meetings. It was discussed at SLT and the preference was for portfolio weeks rather than having meetings spread out for the purpose of planning and strategy. GKS There is a lot being covered in SIAMS and Standard & Curriculum and I worry that SIAMS may be squeezed out due to C&S being so important. RA we have 5 new governors learning the ropes at present, once	HT

we have this governance review decided it will be easier to put the right people covering each task. AB I am sceptical about how much we can reduce the number of meetings and I don't want to reduce the level of challenge. SS for me it is not the number of meetings but where the decisions lie that needs to be finalised and looked at in the SODA. AB noted that there are only 13 policies that lie with the Board and all others can be looked at and approved by management. If policies can be delegated the Board need to read and understand the SODA. The agendas also need work going forward alongside the meeting cycle..

AB noted that Jackie referenced the Ethos committee which is not part of the governance structure.

Directors all agreed to keep the governance structure as it is currently **ACTION**. LGB to look separately at committee meetings.

Approval of budget – AB this has not been to the RRA committee yet. HT We are not in a position to do this yet as we are in the middle of a restructure. AB noted that the budget forecast is due.

Update on reintegration of students – HT noted that this has gone well but there are lots of MH issues associated with lockdown and students have had enough disruption to learning. After 2 weeks we went into mock examinations and this will feed into TAGs. The return after Easter has been good but we have had some vulnerable groups that have had challenge. We have had some vandalism and parents have been made aware of this. Students have been using masks to damage stools and chairs, PCSO and parents have been contacted about this and students will be paying for the damage done. We are going through a huge SLT restructure which is having an impact on social times. TAG, rationale document has been sent to Directors and this process is going well. We are through the first phase and are moving onto marking the second set of mocks in 2 weeks. Final moderation will happen after half term. JTw has been appointed as Deputy HT for curriculum and student outcomes.

Rationale Document - HT Shared the rationale document sent to all, re the proposed extra inset day after May half term. This will be to give teachers time to complete the TAG moderation process. Currently there is only 20 minutes per day free time to complete this process. A number of schools locally, regionally and nationally are undertaking this. Those staff that are not KS4 or 5 will continue to develop knowledge organisers as it would be too complex to bring KS3 children in for those teachers. SS Do we have the power to authorise this for these purposes? HT no but it is something that a lot of schools are doing and as a Trust it is being put to Directors. AB We probably do not have the authority but as best practice I don't think the DfE will disagree. RA noted that the LGB would unanimously argue the case for this for the sake of teacher workload and the integrity of the TAG process. All Approved the decision **ACTION**. HT Will be contacting staff and parents and this needs to have AB and RA signature attached.

SODA – AB has been looking at whether this is fit for purpose and looking at a stress test for this.

SLT appointments – DHT student and family support interviews will start tomorrow but we have had problems with vacancy filler where a candidate didn't get their email, I have offered them the opportunity to have an interview on a separate day. We will be looking at our use of vacancy filler in the future and

<p>reviewing the interview process. AB This could be discussed at RRA on 13th May ACTION. HT We have appointed 2 senior leaders, Angela Walsh and Joe Matthews. Toby Collins has decided he would like to stay HOY 6th form due to family commitments and he will need to apply for this position which has gone out to advert. The AHT for inclusion has gone out to advert nationally, we have had lots of applications for this. Once those positions are in place we will be looking to back fill for internal positions to be in place for May ½ term. AB Are we going to be fully staffed as of September? HT We expect to be apart from a few part time posts that we will fill internally or with supply staff. All back fill posts can be filled internally. RA At what point would it be useful to advertise externally? HT I would advertise externally if it was affordable and I would not like to ask external candidates in if I plan to give the position to an internal candidate.</p> <p><u>Minuted approval of draft budget</u> – There will be a RRA meeting on 13th May, AB to ask JM to bring budget information to that meeting with Directors being consulted by email. ACTION.</p> <p><u>Strategic Plan</u> – HT I have worked with J Matthews on this 3 year plan. The plan has taken into account the fact that we may expand the trust in the future. Attainment shows a year on year upward trajectory. PP, FSM, boys and SEND students need extra support. RA Page 2 <i>trying</i> to be changed to <i>planning</i> on document, “what the Ilfracombe Academy is trying to achieve” AB It should also refer to St Christopher’s Secondary Trust rather than TIA trust. All agreed document in principal pending changes. ACTION. To be added to website, Clerk to ACTION.</p>	
<p>3. Portfolio Reports and Questions (AB)</p> <p>Standards and Curriculum -</p> <p>Safeguarding and SEND -</p> <p>SIAMS, Ethos and Community –</p> <p>Resource, Risk and Audit -</p>	<p>AB</p>
<p>4. Matters Arising from Previous Meeting (AB)</p> <p>None</p>	<p>AB</p>
<p>5. Referred by LGB. Reappointment of AH and IS is noted and minuted. Staff governor vacancies have been filled.</p> <p>AB will be talking to Jan stokes about a Foundation Director appointment. ACTION.</p>	<p>AB/HT</p>
<p>6. Policies to be adopted</p> <p>Policies to be adopted: Lettings Policy Finance Policy Governor Visit Protocol Staff leave and absence Probation Policy</p>	

<p>Capability Policy Period of Notice Policy Disciplinary Policy Grievance Policy Discretions Policy Emergency Evacuation Policy</p> <p>A review of policies is proposed. Clerk to ACTION.</p> <p>All approved in principal</p> <p>Policies adopted by email to be formally minuted:</p> <p>CCTV Policy March 2021 Statement of Particulars (Support Staff) Managing staff absence policy – update to manager/HT/CoG 1st absence meeting)</p> <p>Chairs action – None</p>	
<p>7. Items from Annual Cycle (AB)</p> <p>Data training – Approval of final budget –</p> <p>BFRO to be discussed at RRA in May.</p> <p>AB to look at annual cycle ACTION.</p>	
<p>8. Regular Items (AB)</p> <p>8.1 <u>Future of St Christopher's Secondary MAT</u>- AB re Gavin Williamson's speech there is going to be an onus on single academies to move into trusts and LA schools to acadmise. HT and AB have talked to another Trust who invited us to join them. We agreed not to go down this route. As a Trust we need to be aware of what other Trusts are in the area with a view to merging. SS When did we last talk to the regional commissioner? AB 6-8 weeks ago. I asked if she had any plans for schools in the ND area. The answer was no. HT We want to get more support into North Devon. SS There will be support for ND but there may not be support for individual organisations, funding may be in a centralised pot. We need to offer the solution to the regional commissioner rather than waiting for the solution to be offered. AB noted that larger trusts find it easier to access funding pots. SS We have the protection of the Ofsted Good rating and without this we are vulnerable as an organisation.</p> <p>8.2 <u>Correspondence</u> – None</p> <p>8.3 <u>Safeguarding/Health & Safety issues</u> – We are still holding ad hoc risk assessment committee and this is attended by both RA and AB.</p> <p><u>The meeting went into Part II</u></p> <p>8.4 <u>Impact of meeting</u> – RA to log.</p> <p>8.5 <u>Future dates</u> – Next Director meeting Thu 15th July 2021 – time TBC, meeting may be moved and may be face to face depending on easing of Covid restrictions.</p>	<p>AB</p>

Part II.	