

Meeting – Part I Minutes

Date/Time	Monday 19 th February 2018, 6pm	Location	The Atrium Studio School				
Attendees	Initials			Attendees	Initials		
Rachel Shaw	RS	Executive Principal	Arrived 18.09	Peter Brown	PB	Ashburton Representative	
Chris Elliott	CE	Widecombe Representative		Nigel Gore	NG	Atrium Representative	
Sarah Parker-Khan	SPK	Vice Chair/ Foundation Director	Left at 18.53	Andrew Faulkner	AF	Ilington Representative	

Apologies	Initials	Reason (Category of Governor)
Dominic Course	DC	Personal (Moretonhampstead Representative)
Beverley Garland	BG	Personal (Buckfastleigh Representative)
Graeme Cock	GC	Personal (Chair)

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)	
Rachel Hill	RH	Clerk	
Sam Tse	ST	Head of Finance	
Matt Messias	MM	Atrium Head	Left 20.10
Des Stokes	DS	Widecombe Head	
Jan Hillman	JH	Buckfastleigh Acting Head	
Louise Lee-Gammage	LLG	Ashburton Head	Arrived 18.32
William Bentall	WB	Moretonhampstead Head	
Tammy Docking	TD	Ilington Head	
Paul Collins	PC	SDCC Head	Left 2023

Minutes to
Attendees
Apologies
School Website
Members

No	Agenda	Led by
1	Welcome and Apologies	Chair
2	Declaration of Interests	Chair
3	Minutes from the last meeting	Chair
4	Chair's Report	Chair

5	Executive Headteacher/Executive Principal's Report	Executive Headteachers/Executive Principals
6	Committees' Reports	Chair
7	Finance Manager's Report	Finance Manager
8	Finance i Academy Fund Account ii Academy Draft Budget iii Academy budget Monitoring Reports	Finance Manager
9	Pay & Conditions Consultation Update	Chair
10	Local Governing Bodies' Reports	Chair
11	SDMAT Business Interests Update	RS
12	Admissions Arrangements 2018-2019	Executive Heads/Principals
13	Academy Term Dates	Executive Heads/Principals
14	KS1-4 Statutory Assessments Targets	Executive Heads/Principals
15	Academy Governor Training	Chair
16	Policies	Chair
17	Matters Arising from Directors meeting 08/01/18 i pre-schools update ii Minutes from meeting 06/11	
18	Date of Next Meeting	Chair

Agenda Number	Details of discussion	Decision or Action
1	<p>Welcome & Apologies</p> <p>Apologies received from BG, GC and DC were sanctioned. Apologies were received from TD for needing to make an early departure. Due to apologies received from GC (Chair) SPK (Vice-Chair) took the role of Chair.</p> <p>Jan Hillman (JH) Acting Head at Buckfastleigh Primary and Rachel Hill (RH) Clerk were welcomed to the meeting.</p>	
2	<p>Declaration of Interests</p> <p>There were no new declarations pertaining to items on the agenda.</p>	
3	<p>Minutes from the last Meeting</p> <p>Minutes from the meeting dated 08/01/18 were signed as a true and accurate record.</p> <p>Matters Arising</p> <p>Minutes from the meeting dated 06/11/17 were signed as a true and accurate record.</p>	
4	<p>Chair's Report</p> <p>In the absence of GC there was none.</p>	

<p>5</p>	<p>Executive Headteacher/Executive Principal's Report</p> <p>The Principals/Headteachers' report to Directors had been circulated prior to the meeting.</p> <p>Changes to report. MM advised that on page 2 of 27 exclusions for Atrium School should read 1 and not 2. On page 24 of 27 9-5 (4) Sci (Combined) should read 12.5%, then 6.25% with triple at 70%.</p> <p>JH handed changes for Buckfastleigh predicted outcomes at expected KS2 2017 for lower and upper prediction. Writing is now 76 and 86, Reading 79 and 86, Grammar 78 and 89 and Maths 84 and 93. This relates to p17 of the report.</p> <p>The Chair asked for any questions on the report.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p> <p>A Governor asked what is the abbreviation TAF? It was explained that this stands for Team Around the Family.</p> <p><i>A Director asked if Multi-Agency Safeguarding Hub (MASH) referrals get followed up? The answer was in the affirmative. Schools should receive a letter back from MASH, if not it should be chased up. This is an area for Safeguarding Governors to review when they visit their school termly.</i></p> <p>PC reported that Chris Daniel (CD) has taken over the Health & Safety role at SDCC. They are meeting on a fortnightly basis. The lights in the Sports Hall are an issue. They are the subject of a CIF bid along with the fire alarm. RS has met with Mitchelmores who are sending through costs of their legal services and could be used for the Broadhempston conversion. Solicitors who are prepared to offer legal advice. The DFE are setting up 2 trial procurement services, one of which will be based in the Southwest and will be offering advice on contracts as well as procuring low prices. RS has asked CD to enrol our schools into the pilot as they will be working just 900 schools across the southwest.</p> <p>PC reported that SDCC has recently completed a staff survey on teacher workload and wellbeing. He has met with a Union representative who was confident that overall staff absence is half the national average.</p> <p><i>MM advised that the Atrium are offering yoga sessions for staff and are keen to develop health & wellbeing. They are looking to do further training which could possibly cascade down to other schools.</i></p> <p>TD advised that Virgin are offering free sessions for staff.</p> <p><i>RS advised that as an employer SDMAT should offer a cohesive health & wellbeing programme and this is something we should look to develop in the future.</i></p> <p><u>South Dartmoor Community College Report</u></p> <p>PC reported. SDCC's report was prepared being mindful of progress rather than attainment. The issue remains with the significant difference between</p>	
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	<p>disadvantaged students and others.</p> <p>Louise Lee-Gammage (LLG) arrived at this point in the meeting.</p> <p>There is a rapid action improvement plan in place for maths with the lower school moving towards a flightpath approach. This data is looking positive. The focus has been at year 10 and 11. Disadvantaged and SEND students are key in development figures for Maths.</p> <p>PC reported that he had met with an Ofsted representative. <i>RS asked what percentage of the cohort will be in triple science?</i> PC responded approximately 20%. <i>RS asked PC what percentage would he like to see?</i> PC responded 25%. PC reported that there is an increasing emphasis from Ofsted on achieving the EBacc qualification. MM reported that with Atrium Studio School a lower percentage of students had entered into EBacc mainly due to the fact that the school is specialist. At their visit Ofsted representatives had understood this and therefore Atrium was not judged on how many students had taken this option.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p> <p><u>Ilington Primary School</u></p> <p>TD reported that the school is in the top 1% for reading in England for the second year in a row. Year 6 has 11 pupils. SEND students are showing good progress. KS1 is down to cohort size. An area of concern has been around Year 4 however they are now making good progress. Intervention is being monitored. EYFS children are coming in very low so will make good progress. Work on the roof has started. It is anticipated that it will be signed off in time.</p> <p><u>Moretonhampsted Primary School</u></p> <p>WB reported that Year 2 currently has 6 high level children. Pupils are achieving greater depth in writing. <i>A Governor asked if assessments made at KS1 are accurate?</i> WB replied in the affirmative. Grammar sessions are held daily and a consultant has been coming in to support the school. The work ethic of students is improving. KS2 pupils have been writing outside. The new lead in the early years is ensuring that pupils are ready for writing earlier. The challenge is around learning for infants. The newly appointed member of staff in this area is assisting with this. Numbers in preschool have increased. The school has decided to remain with the temporary staffing arrangements.</p> <p><u>Ashburton Primary School</u></p> <p>LLG reported that KS2 predictions are looking low, but improvement should be seen by July. They have had limited one to one sessions and group sessions to help embed their learning.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p>	
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	<p>Phonics in reading has been pushed but the impact of phonics has not transferred as well into writing as it has in reading. <i>A Director asked what the progress measure will be?</i> LLG reported that the progress score should be satisfactory. Writing continues to be the issue. The school is working to address this. Purposeful opportunities for writing have been found and Pobble has been introduced. RS advised that an Academy wide English review driven by the English leaders will be undertaken in the next academic year.</p> <p>SPK left the meeting and RS took up the position of Chair.</p> <p><u>Widecombe in the Moor Primary School</u></p> <p>DS reported that KS2 is an able cohort with good learning behaviours. The school is looking at greater depth for many pupils. There is a focus on maths and a big push on writing and literacy. KS1 is a larger cohort with not so many children working at greater depth. The Literacy Leader is supporting and monitoring these pupils. None of the PP children are expected to get to greater depth in science or maths. All children are expected to achieve phonics in Year 1.</p> <p><u>Buckfastleigh Primary School</u></p> <p>JH reported with a good Year 6 teacher higher figures are predicted and that the school is confident they will achieve the lower prediction. Additional support has been put in place for the cohort. A specialist Higher Level Teaching Assistant is in place for writing. The writing score is going to be stronger for this year's SATS. Writing remains weak across the school. A Babcock consultant is coming on Thursday to work with staff on writing teaching sequences. JH would like to revisit KS1 predictions with RS. The school has been re-organised slightly. In Year 1 and Reception so that at least national averages can be attained. Writing and Phonics continue to require improvement. The school is currently sitting with an RI Ofsted judgement. Data is now looking better although improved teaching is still not consistent. One member of staff has left. Accelerated reader has been purchased for KS2 and Y2 pupils who were criticised for a lack of enjoyment in reading.</p> <p><u>Atrium Studio School</u></p> <p>MM reported that the school was delighted with their first Ofsted inspection report of Good with Outstanding in personal development, behaviour and welfare. It was reported that the multi academy leaders held leaders to account well. Their particular strength was in the curriculum. Ofsted recommended that the school should focus on student destinations when they leave. The predicted progress 8 for English is looking high. <i>A Director asked if that was because scores at KS2 were so low?</i> MM responded that an improvement plan remains in place for English.</p> <p>NG reported that an assembly had taken place following the report to thank pupils for their support through the process. <i>Following the report two strategies will now be put in place (i) to improve standards of literacy across the school and (ii) to develop middle leaders.</i> Disadvantaged students are making progress. A personal coach has been employed to work with students. The current Year 13 are not performing as well as expected. All have a personal improvement plan in place. <i>A Director asked what the actual problem in Year 13 was?</i> MM responded that largely they had underestimated the level of work required and that they haven't come up through Years 9-11. DS asked if there is a plan to roll to year 7 or 8? MM</p>	<p>JH/RS to revisit KSI predictions at Buckfastleigh Primary</p>
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	<p>responded in the negative. This would mean asking students who are aged 11 to make a decision about their curriculum for the whole of their secondary education. The school has not been built with the space to accommodate year 7 and 8 students.</p> <p>RS thanked all those involved in compiling the single report for Directors.</p>	
6	<p>Committee's Reports As no Committee Chairs were present reports were not given.</p>	
7	<p>Finance Report</p> <p>ST reported. The biggest project to move forward is that of SDMAT catering. A decision needs to be made as to which tender is chosen. The Finance team have been evaluating different payroll systems which should make it easier to read budgets. <i>A Director asked if SDMAT could have more efficient tools in place to increase capacity? Will the financial system become more transparent?</i> ST responded that the system should be more intuitive as well. It could mean that an initial outlay is incurred but in the longer term it will enable more time for learning and administrative staff. RS advised that the Academy will continue to use PSF. The new system will 'talk' to it. It should be better for longer term budget planning and is also education focused being written for schools.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p>	
8	<p>Finance</p> <p><u>Academy Draft Budget</u></p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p> <p>The EFSA has advised that at the latest, funding figures will be available by the end of March.</p> <p>RS advised that SDMAT has to work on worst case scenario for Devon. Sparsity funding changed in October. NG wanted to know why Atrium Governors were not aware of the potential changes to sparsity funding. RS replied that the funding consultation was published a long time ago with suggested responses from the executive principals and sent to governors. Changes to sparsity funding was part of this consultation. Low funding is the challenge the Academy faces.</p> <p>The meeting returned to Part II minutes</p> <p>The meeting returned to Part I minutes</p>	<p>ST to prepare the top 6 deviations on revenue and expenditure for the next meeting of Directors</p>

	<p>A Director explained that it would be useful for Local Governing Bodies to receive the top 6 deviations on revenue and expenditure and asked if ST could do this? It would be useful for Governors to be able to track these figures against those at Board level. ST agreed to do this.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p>	
9	<p>Pay and Conditions Consultation Update</p> <p>The meeting moved to Part II minutes</p> <p>The meeting moved to Part I minutes</p>	
10	<p>Local Governing Bodies Reports</p> <p>AF raised a recent issue at Ilsington Primary in relation to the roof repairs and suggested that improved communication is required around Health & Safety when building work starts on any project. Ilsington had to hire advisors to ensure that the school was protected under their PR insurance for the re-roofing as it was not covered under Health & Safety. If it had gone ahead without PR insurance it would have left Directors' exposed. MAT is now aware of the situation and lessons have been learnt. As an Academy we are not a domestic client and so fall under CDM regulations. It was suggested that this might be a case study that Atrium would like to use in their teaching.</p> <p>The meeting returned to Part II minutes</p>	
11	<p>SDMAT Business Interests Update</p> <p>The meeting returned to Part I minutes</p>	
12	<p>Admissions Arrangements 2018-2019</p> <p>Not all Admissions Policies have been received from the LGB's. Schools to send their Admissions Policies to Directors for approval by the end of February.</p> <p>PC left the meeting at 2023</p>	<p>Admissions Policies for LGBs to be emailed to Directors by the end of February.</p>
13	<p>Academy Term Dates</p> <p>Devon's term dates are not yet set for 2020-21 so we will wait until these have been released.</p>	
14	<p>KS1-4 Statutory Assessment Targets</p> <p>This has been dealt with above under Agenda item 5.</p>	

15	<p>Academy Governor Training</p> <p>Exclusions Training will take place on 21st March. Places to this training were limited to 2 per School/Academy by Babcock.</p>	
16	<p>Policies</p> <p>The Academy is currently working on the Health & Safety Policy.</p> <p>RH to ask Nic Clayden, SDMAT HR Manager to email the Capability, Disciplinary, Grievance, Redundancy and Managing Recruitment Academy Policies to her, showing any tracked changes.</p> <p>RH to then email these policies to schools for them to personalise. Final approval of these policies to take place at the Finance & HR meeting on the 14th March.</p>	<p>NC to email RH Capability, Disciplinary, Grievance, Redundancy and Managing Recruitment Academy Policies showing any tracked changes for final approval at Finance & HR on the 14th March. Schools to personalise these policies and put on website. Agenda Item next meeting.</p>
17	<p>Pre-Schools Update</p> <p>WB reported that Moretonhampstead has enlisted the support of Sharon Gehring the Devon Early Years' Advisor. Numbers are at 23. The pre-school is still healthily holding its own and they are consulting on opening 5 days a week to provide the 30 hour provision.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p>	

The meeting closed at: 20:35.

Detail of next meeting

Date/Time	Monday 16 April 2018 at 18:00	Location	The Atrium Studio School
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