







**MINUTES OF A MEETING OF THE TRUST BOARD OF
ARTEMIS MUTI-ACADEMY TRUST
HELD AT WISTASTON ACADEMY ON 20TH JULY 2017**

Governors Present: David Osborne (DO) Chair
Linda Davis (LD) Principal
Dan Brooks (DB) Vice Chair
Janette Webster (JW)
Charlene Muller (CM)
Sue Brownbill (SB)
Laura Holland (LH)
Milka Podsiedlik (MP)

Also in attendance: Terri Chapman Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

1	<p>APOLOGIES & ADDITIONAL AOB ITEMS</p> <p>Apologies from Mr Gary Douglas, Mrs Alison Farrell and Mrs Jane Monk were received and accepted.</p> <p>Governors agreed to discuss the following under item 13 of the agenda :</p> <ul style="list-style-type: none"> • Letter of complaint • AFL Staff Meeting minutes – 24th May 2017 • Asset Register Governor Monitoring Report • Maths Governor Monitoring Report 	
2	<p>CONFLICT OF INTEREST</p> <p>Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting. The following conflict was declared:</p> <ul style="list-style-type: none"> • Linda Davis is the Sister-in-law of Barbara Francis, Member. • Janette Webster is the mother of Helen Crowther, Year 2 Teacher. 	
3	<p>MEMBERSHIP</p> <p>The following changes to the membership of the Governing Board since the last meeting were reported:</p> <ul style="list-style-type: none"> • Mrs Milka Podsiedlik – Trustee appointment; 30th June 2017 – 29th June 2021 	

<p>4</p>	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The Part 1 minutes of the meeting of the Trust Board held on 30th March 2017 were confirmed as a correct record and signed by the chair.</p> <p> Artemis MAT Trust Board Meeting Draft f</p> <p>Governors reviewed the spring term actions log and confirmation was received that all actions had been completed except DG to ensure that JW is booked onto the next Safeguarding course. It was agreed that this item would be carried forward.</p> <p> Artemis MAT Trust Board Meeting Action</p> <p>Actions: To complete a skills audit DG to ensure that JW is booked onto the next Safeguarding course. To ensure DO is provided with details of H&S training To provide DO with responsibility details of H&S governor</p>	<p>MP DG LD Clerk</p>
<p>5</p>	<p>PART 1 MINUTES FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITY</p> <p>Governors received minutes from the following committees:</p> <ul style="list-style-type: none"> • Finance, HR and Resources – 18th May 2017 • Finance, HR and Resources – 4th July 2017 • Standards – 27th June 2017 <p> Artemis MAT Finance HR and Resources Cc  Artemis MAT Finance HR and Resources Cc  Artemis MAT Standards Committee</p> <p>Governors received the minutes from the Academy Council meeting held on 21st June 2017:</p> <p> Academy Council Meeting Minutes 21 0</p>	

A brief overview of the meetings was provided and the following points were noted:

Finance, HR and Resources – 4th July 2017

- 2017/18 budget approved.
- Pupil numbers lower than usual for 2017/18.
- Senior Leadership Team (SLT) is reducing; Sam Joy is leaving and will not be replaced.
- Staff turnover was discussed at the meeting; LD advised that the current staff turnover at the school was 17.5% and did not feel it was excessive. The school is a challenging one where expectations are high and poor teaching is addressed. LD went on to state that some staff have held their positions in the school for 10 years plus and staff that stay tend to be happy and aspire to high standards.
- Governors were advised in the meeting that initially Lorrinda Taylor had agreed to take on the Safeguarding role but has since changed her mind and would like to remain in the Nursery. The advert for the Grade 7 Safeguarding vacancy has been published and will close on 15th September
- **Q: Are you looking for someone with a counselling qualification?**

A: No, not necessarily; it just so happens that Lorrinda has one, Adrian has other experience. The post could be filled by a social worker for example.

Standards – 27th June 2017

- Governors noted that the term of office for Charlene Muller did not come to an end as per the minutes due to the reconstitution of the governing body when the academy conversion took place; the term of office actually ends on 28th February 2018.
- The residential to London did not go ahead and instead a trip to Edinburgh was arranged at no additional cost to the school or parents. Governors were advised that a 'break-in' happened whilst the school was there and the critical incident plan was put in place and Cheshire East (CE) notified of a critical incident.

Action:

To ensure that the Standards minutes state:

David Osborne as present, Charlene Muller chaired and Daniel Brookes was not present.








Academy Council









Q: What were the issues listed in the complaint about school meals?


A: That the school serve frozen, pre-prepared meals.

Clerk

	<ul style="list-style-type: none"> The new bike shed is on site; MP confirmed that children under 10 years of age can ride bikes on pavements. <p>Q: Will the nurture group continue next year? A: Yes and they will gradually move back into the classroom; already they look happier and behaviour has improved.</p> <ul style="list-style-type: none"> There isn't a large take up at Funzone; a parent governor commented that parents have mentioned the lack of a holiday club could be an issue. There are 9 pupils taking up the 30 hours offer in September for the nursery. Year 2 pupils have had an induction and received a booklet with the photo of their new teacher and classroom on it; LD advised the transition day was positive. <p>Q: Do reception pupils have a buddy system? A: No, but I like the idea and will look into it.</p> <p>Action: LD to investigate a 'buddy system' for reception pupils.</p>	LD
6	<p>PRINCIPAL'S REPORT</p> <p>Governors received the Part 1 Principals Report:</p> <div data-bbox="395 1160 459 1220" data-label="Image"> </div> <p>Principals Report - Summer 2017.pdf</p> <p>The Headteacher discussed the following matters:</p> <p><u>Behaviour</u></p> <p>LD advised that there has been an improvement in behaviour in year 1 but there are still issues in year 3; exclusions have been reported on within the report.</p> <p><u>Admissions</u></p> <p>LD advised that she has prepared a report for the adjudicator as she is unhappy with how the schools in the area are dealing with admissions. She stated that the mid-year admissions spreadsheet at CE doesn't appear to be up to date or updated correctly.</p> <p><u>Staff</u></p> <p>Q: Can you cope with the cover? A: Yes, I have told them they don't have to do clubs after school and I'm</p>	

	<p><i>looking at outside providers; the coaching is too important.</i></p> <p>Q: Will the new staff have the opportunity to observe their coach? A: Yes, the NQT mentors will draw a plan up for them.</p>	
7	<p>REVIEW OF THE SCHOOL STRATEGIC DEVELOPMENT PLAN</p> <p>Governors reviewed progress of the School Strategic Development Plan (SSDP) priorities:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  Priority 1 Maths 2016-17.docx </div> <div style="text-align: center;">  Priority 2 Science 2016-17 Reviewed M </div> <div style="text-align: center;">  Priority 3 Music 2016-17.docx </div> <div style="text-align: center;">  Priority 4 Assessment for Learn </div> <div style="text-align: center;">  Priority 5 Literacy 2016-17.doc </div> </div> <ul style="list-style-type: none"> • LD confirmed that the only priority not fully completed is music but a wind concert did take place. • LD confirmed that the teachers like the assessment for learning system and school will continue with the approach. <p>Q: Are the new staff trained on Kagan? A: Yes.</p>	
8	<p>CLERKING ARRANGEMENTS – 2017/18</p> <p>Governors were advised that the school has completed the CE gold level purchase for clerking.</p>	
9	<p>DIRECTOR'S REPORT</p> <p>The clerk provided the Director's Report and precis at the beginning of the summer term; the Principal advised that all aspects of the Director's report were reviewed at committee level and Governors accepted the Report.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  Director's Report Summer 2017.pdf </div> <div style="text-align: center;">  Directors Report - Precis Summer Term 2 </div> </div>	
10	<p>GOVERNOR TRAINING AND DEVELOPMENT</p> <p>LD advised that the governor conference at Wolverhampton was attended Sue Brownbill and was a great opportunity to meet new governors and find out about training opportunities.</p> <p>There are currently no training sessions due to be attended by the end of the academic year.</p>	
11	<p>SCHOOL POLICIES</p>	

	<p>Governors were presented with the policy tracking sheet at the meeting and advised that there are approx. 142 policies at the school all of which are current and up to date.</p>	
12	<p>PLANNED RESIDENTIAL VISITS</p> <p>There were no planned residential visits requiring full governing body approval; however, LD confirmed that the school does intend to re-visit Edinburgh at a later date.</p>	
13	<p>ANY OTHER BUSINESS</p> <p>LD presented the governors with a letter she had received from a grandparent at the school; the letter expressed concern over the amount of 'good' teaching staff that have left over recent years.</p> <p>LD had prepared a report of staff that had left in response to the letter for governors and their reasons for leaving the school since 2015.</p> <p>Governors agreed that the reasons vary, are of no concern and thanked LD for her analysis.</p> <p>LD confirmed she will reply to the letter.</p> <p><u>Additional Items</u></p> <p>Governors reviewed and accepted the following documents:</p> <ul style="list-style-type: none"> • AFL Staff Meeting minutes – 24th May 2017 • Asset Register Governor Monitoring Report • Maths Governor Monitoring Report <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  AfL Staff Meeting - 24 May 2017 Janette </div> <div style="text-align: center;">  Asset Register - Governor Monitoring </div> </div> <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;"> <div style="text-align: center;">  Maths Monitoring I.jpg </div> </div> <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;"> <div style="text-align: center;">  Maths Monitoring II.JPG </div> <div style="text-align: center;">  Maths Monitoring III.JPG </div> <div style="text-align: center;">  Maths Monitoring IV.JPG </div> <div style="text-align: center;">  Maths Monitoring V.JPG </div> <div style="text-align: center;">  Maths Monitoring VI.JPG </div> </div>	
14	<p>MEETINGS</p> <p>Governors were provided with the meeting dates and times for the next academic year.</p>	

	 Governor Meeting Dates 2017-2018.doc	
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The meeting moved to Part Two.

.....Chair





.....Dated


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Also in attendance: Terri Chapman Clerk to the Governors

**PART TWO – CONFIDENTIAL BUSINESS
NOT FOR PUBLICATION**

1	PART TWO MINUTES	Action
	<p>The part one minutes of the meeting held on 30th March 2017 were confirmed as a correct record, and signed by the chair.</p> <p style="text-align: center;"> Artemis MAT Trust Board Meeting Draft 1</p>	
2	MATTERS ARISING	
	<p>There were no matters arising from the Part Two minutes.</p>	
3	PART TWO REPORTS FROM COMMITTEES	
	<p>The following committee minutes were received:-</p> <ul style="list-style-type: none"> • Finance, HR and Resources – 18th May 2017 • Finance, HR and Resources – 4th July 2017 • Standards – 27th June 2017 <p style="text-align: center;">  Artemis MAT Finance HR and Resources Cc  Artemis MAT Finance HR and Resources Cc  Artemis MAT Standards Committee </p>	
4	SCHOOL IMPROVEMENT PARTNER (SIP) VISIT	

	<p>Governors reviewed the progress on the targets set by the SIP for 2016/17.</p>  <p>PM Targets 2016-17 Reviewed Spring 2017</p>	
<p>5</p>	<p>PART TWO PRINCIPAL'S REPORT</p> <p>The Principal's Report contained no confidential matters</p>	

There being no further business to discuss, the meeting ended at 19:08

.....Chair

.....Dated