

MEETING OF THE BOARD OF DIRECTORS OF THE ACTIVE LEARNING TRUST HELD ON TUESDAY 14th October 2014 AT THE LANSDOWNE CLUB, LONDON

DIRECTORS PRESENT: Ms L. Adams Mr J. Beswick
Mr C. Bush Ms M. Lloyd
Mr G. Peile Mrs M. Toft

ALSO PRESENT: Mrs J. Cutchey (Chair of Governors Westwood Primary School)
Mr D. Hilton (Head of Curriculum & Standards)
Mrs K. Jarvis (Company Secretary & Clerk to the Board)
Mr I. McEwan (Head of Finance)
Mrs J. Steel (Head of Human Resources)

HEADTEACHERS: Mrs R. Aldous (Head of Westwood Primary School)
Mr J. Wing (Principal of Neale-Wade Academy)

MINUTES

1. WELCOME & APOLOGIES FOR ABSENCE

Ms Adams opened the meeting by welcoming all present. Apologies for absence had been received from Mr D. Bateson and Mr M. Kerr.

2. HEADTEACHERS REPORTS

(i) ***Westwood Primary School***

Mrs Aldous took directors through her report, highlighting areas of concern and achievement:-

- Although KS2 data is the best the school has ever achieved, it is still 2% below target floor level. Improvements are commended. Next year's predictions are to meet floor targets.
- Outstanding progress is recognised in Year 6
- Capability issues are still being address in KS1
- Vulnerable e groups are meeting targets
- Teaching is typically judged as 'good' via learning walks
- Working on reading – closing the gap

- 81% pupils achieving Level 4 in Maths
- Significant differences can be seen between affluent and social-housing families
- Westwood are working with the Lowestoft Hub Leader

Mrs Aldous was thanked for her report and answered questions:-

- The Ever 6 figure of 46% was explained
- A significant number of children have lower than average entry scores when they join nursery. School are working with EYFS – local pre-schools and Children’s Centre – to raise levels, although there is a large number who join Westwood without any prior early years provision. Parenting classes have been introduced, as have initiatives to improve attendance.
- Ms Adams asked how governors at Westwood hold the Headteacher to account. Mrs Aldous replied that governors monitor the school calendar and school development plan, question the Headteacher’s Report and consider the four Ofsted headings at each meeting. Governors have received training regarding their role and the expectations of ALT

Mr Bush informed governors that Suffolk County Council have rated Westwood as ‘Red’, which is an unfair reflection given the improvements made. He will be meeting with Suffolk CC representatives in November to discuss ALT schools and will feedback at the next meeting.

(ii) ***Neale-Wade Academy***

Mr Wing took governors through his Principal’s Report, highlighting areas of concern and achievement:-

- On entry to Year 7, FFT data for NWA students is significantly lower than average
- Summer 2014 results show English and Maths as being above national average
- Published results were expected to be between 58% and 59%. However information revealed in the last week has found that IT results have been misrepresented and will impact by 5% to 6%. A teacher has been suspended pending further investigation.
- Attendance has risen to 95%, and Persistent Attendance is down.
- Year 13 APs went over 700 for the first time.
- Teaching has improved dramatically with one teacher being graded inadequate - in 2012 22% of teaching was viewed inadequate.
- Exclusions are high, but primarily due to reoffending students smoking.
- The Parents Forum numbers are increasing, with good feedback.
- Issues in PE (an area for improvement in the SIP) has new staff and new initiatives.
- Behaviour for Learning has been worked on, with the ‘C’ system (C for consequences) continually reviewed and updated. Book marking has improved
- A Vice-Principal has been granted leave of absence to take part in the World Sky Diving Championships in November.

Mr Wing was thanked for his report and answered questions:-

- Procedures around exam entries and results are being reviewed to ensure there cannot be a reoccurrence of the current IT situation.
- Ms Lloyd asked about the high number of LAC children. Mr Wing explained that NWA accommodates 50% of the LAC children in Fenland, and 15% of the LAC children in Cambridgeshire.

- Ms Adams asked how governors challenge Mr Wing. Mr Wing replied that he feels they do not challenge enough. Governors have received advice on areas Ofsted may potentially question, but tend to accept information at face value.
- In response to a question from Mr Beswick, Mr Wing explained the 'War Room' as a way of constantly challenging, and continually changing data focusing on expected and achieved attainment. It was noted that several ALT primary schools have introduced a mini version (called Attainment or Performance Walls)

Mrs Aldous and Mr Wing left the meeting at this point.

3. **MINUTES OF THE MEETING HELD ON 15th JULY 2014**

The minutes of the meeting held on 15th July 2014 were accepted as an accurate record.

4. **MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 15th JULY 2014**

61. Mr Peile reported that the DfE have agreed that Pakefield Primary School can become part of the Active Learning Trust.

5. **APPOINTMENT OF NEW DIRECTORS**

Mrs Cutchey left the meeting whilst Directors considered her Personal Statement and voted upon whether she should be made a Director of The Active Learning Trust.

The Directors present agreed that Mrs Jackie Cutchey be appointed a director of the Active Learning Trust.

Mrs Cutchey was invited to re-join the meeting.

Mr Bush stated that the Board is in need of additional members. Directors were asked to forward names of any people who were genuinely interested in education to Mrs Jarvis.

6. **MEMBERSHIP OF COMMITTEES**

Due to her appointment as Head of Professional Development, Mrs Toft is unable to remain as a member of the Personnel and Remuneration Committee. Mr Peile was tasked with asking Mr Kerr if he would be willing to join this committee.

Mrs Cutchey agreed to join the Audit Committee.

Mrs Jarvis was tasked with updating Companies House of new appointments.

7. **REPORT FROM CHIEF EXECUTIVE**

Mr Bush took Directors through his report (that had been previously circulated). During discussion the following additional points were noted for public record:-

Mr Hilton updated directors on individual schools performance. He spoke about the Standard Report on Attainment that schools are asked to produce each term.

It is noted that the Board approved the report from the Chief Executive

8. **MINUTES OF COMMITTEES**

a) **Remuneration & Personnel Committee: 21.08.14**

The Board accepted the minutes of the Remuneration & Personnel Committee Meeting held on 21st August 2014.

9. **ANY OTHER URGENT BUSINESS**

The Board were asked to consider the following:-

(i) **Amendment of the ALT Complaints Policy**
The Board approved the amendment as given

(ii) **Approval of Credit Card Use & Limits**
Mrs Jarvis informed Directors present that, although absent for this meeting, Mr Kerr has expressed a pecuniary interest for this item.
The Board approved the changes in use as given

(iii) **Lowestoft Catering Arrangements**
The Board approved the change in catering services for the Lowestoft primary schools in light of the tender process given.

(iv) **Role of External Auditor & Audit Committee**
As the Audit Committee meeting had been postponed the Board were asked to consider the role of the external auditor and their involvement on the Audit Committee.
Following discussion, it was agreed that the external auditor would be invited to attend twice per year.

(v) **Risk Register**
Mr Peile explained that the Risk Register would normally be presented to the Audit Committee. It was noted that there was a minor addition error in one area, which will be corrected. Mr Peile agreed that future registers will also show changes.

The Board agreed that they are confident that the operations of ALT are 'secure' from risk.

10. **NEXT MEETING**

The next full Board meeting will take place on 9th December, at The Lansdowne Club.