



## BOARD OF DIRECTORS

**DRAFT MINUTES of the twelfth meeting of the Directors of the Academy Trust Company duly convened and held at John Mason School on Thursday 23<sup>rd</sup> April 2015 at 5.40 pm.**

<b>Present:</b>	Douglas Aitken (DA), Paul Brooks (PB) (Chair), Emma Brown (EB), Jean Challis (JC), Barry Graham (BG), Linda Haggarty (LH), Jonathan Hopkins (part of meeting) (JH), Di Mashiter (DM) (Headteacher), Christopher Palmer (CP), Amanda Sissons (AS).
<b>In attendance</b>	Cally Batcheldor (CB), Emma-Leigh Bennett (ELB), Chris Davies (CD), Valerie Munro (VM), Lorna Wiltshire (LW).  Julian Hehir (JTH) (Clerk).
<b>Apologies</b>	Apologies were received and accepted from Helen Bottomley (HB), Maxine Evans (ME), Alex Mannix (AM) and David Ricketts (DR).

	<b>Item</b>	<b>Action</b>
<b>1.</b>	<b>Notice and quorum</b>	
	Due notice of the meeting had been given and a quorum was present.	Clerk
<b>2.</b>	<b>Apologies</b>	
	As reported above.	Clerk
<b>3.</b>	<b>Governors' interests</b>	
	No revised or new declarations of interest were declared.	Clerk
<b>4.</b>	<b>Confidential matters</b>	
	There were no matters to report on the agenda, but Directors' attention was drawn to a report circulated with reference to item 9, Finance, Premises and Personnel Committee, which if discussed in further detail could give rise to the disclosure of confidential information.	Clerk
<b>5.</b>	<b>Minutes 25<sup>th</sup> February and 13<sup>th</sup> April 2015</b>	
	The minutes of the meeting held on the 25 <sup>th</sup> February 2015 were agreed and signed as an accurate record, subject to a correction to the spelling of "Chris Davies" in the list of those in attendance. The signed minutes	PB/Clerk

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	<p>were filed accordingly.</p> <p>The minutes of the meeting held on the 13<sup>th</sup> April 2015 were agreed, signed as an accurate record and filed accordingly, subject to the replacement of “Leadership range x points x-x...” by “Leadership range L29-35.”</p>	
<b>6.</b>	<b>Matters arising – 25<sup>th</sup> February minutes</b>	
	<p>Minute 6 page 2 – The FPP Committee rather than CWA Committee had viewed a draft staff recruitment policy. Its further development was an ongoing task for FPP.</p> <p>Minute 9 page 3 – the reference to turnover would be omitted from the draft minutes on the school’s website.</p> <p>Five Directors had still to participate in child protection and safeguarding training, a session having taken place on 13<sup>th</sup> April.</p> <p>Minute 9 page 5 – BG commented that the CWA Committee had agreed to consider appropriate consultation with stakeholders on planning three year GCSE programmes, rather than establishing whether or not such programmes were the correct course of action.</p> <p>Minute 10 page 6 – CWA Committee would consider A level choices at its meeting in September 2015.</p> <p>FPP would consider start-up funding to support the alumni programme.</p> <p>Minute 11 page 6 – An updated and agreed policy schedule would be in place to enable all statutory policy requirements to be in place by July 2015. Both FPP and CWA Committees would consider the schedule at their meetings in June.</p>	<p>FPP Cttee</p> <p>LW</p> <p>All</p> <p>CWA Cttee</p> <p>FPP Cttee</p> <p>LW and both cttees</p>
<b>7.</b>	<b>Student Council report</b>	
	<p>A formal report of the Student Council would be presented to the 9<sup>th</sup> July meeting.</p> <p>The Board thanked the Student Council for its involvement in the recent Headteacher recruitment processes. The Council’s representatives had been “outstanding”.</p>	<p>DM to convey to Student Council</p>
<b>8.</b>	<b>John Mason Association report</b>	
	<p>JC reported that a new Chair of the JMA had been elected, Jane Hopkins. She had already generated some new JMA members.</p> <p>The JMA’s involvement in the transition meetings (primary to secondary school) on 22<sup>nd</sup> April had proceeded very well.</p>	

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	<p>Three JMA members would be visiting the Welsh Farm next week to undertake a health and safety audit.</p>	
<b>9.</b>	<b>Committees</b>	
	<p><b>(1) Reports and minutes</b></p> <p><u>Finance, Premise &amp; Personnel (FPP) Committee 17<sup>th</sup> March 2015</u></p> <p>JH had circulated a report which summarised the more comprehensive draft minutes of the meeting, and reported the main issues as follows:</p> <ul style="list-style-type: none"> <li>• Budget planning was on track for 2015-16.</li> <li>• A costed curriculum plan was being worked on.</li> <li>• Interviews for a vacant Assistant Headteacher post would take place next week.</li> <li>• The fixed term contract for the Associate Headteacher post had been extended to December 2015.</li> <li>• The salary scale for the Headteacher position had been confirmed by the Board (see minute, item 5 above).</li> </ul> <p><u>Curriculum, Welfare &amp; Achievement Committee 14<sup>th</sup> April 2015</u></p> <p>The draft minutes had been circulated to the Board on the day of the meeting.</p> <p>BG summarised the issues discussed at the committee as follows:</p> <ul style="list-style-type: none"> <li>• Comprehensive minutes of the meeting had been produced by EB. The minutes provided substantive evidence of the Committee's challenge, support and strategic activities, whilst having regard to the Ofsted inspection criteria.</li> <li>• Rapid progress was being made in improving attendance and behaviour.</li> <li>• Learning and teaching strategies were moving in the right direction, the only concern being consistency in marking and feedback: for the sake of clarity, this was a reference to teaching quality and its outcomes in marking. This concern would remain as an area of focus for the Committee.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• DA had visited school and quality assured the marking; this was in both his professional and governor capacities, with respect to the latter, to make sure that processes were being adhered to. The school's target on marking was 100% consistency.</li> <li>• Year 11 and 13 progress and attainment data had been examined in detail by the Committee and a summary was also given at agenda item 10 below, the Headteacher's report. Current data was encouraging. PB commented that with the introduction of ALPS, the Board could be assured that the Abingdon Consortium's benchmark supported the view that progress being made was on track to achieve well above the national averages for these year groups.</li> <li>• Attention was drawn to an external and positive comment with regard to pupil premium tracking and data and Directors indicated their awareness of the progress being made with Pupil Premium students.</li> <li>• Parents and students had been consulted on a proposal that would allow for some element of choice in creative subjects.</li> <li>• The Committee's draft minutes when finalised would record that reasons for leaving at exit interviews should be categorised and a system for doing so should be in place by July 2015.</li> </ul> <p><u>Strategy &amp; Audit Committee</u></p> <p>The Committee was not due to meet until the 21<sup>st</sup> May 2015. The meeting would focus on Ofsted readiness and following the training session last week on this matter, each Director would be allocated a scrutiny task area for Ofsted inspection.</p> <p>The Board received the reports from the Committees.</p>	All S&A Cttee
<b>10.</b>	<b>Headteacher's report</b>	
	<p>DM presented her report which had been circulated following the agenda and drew attention to the following matters:</p> <ul style="list-style-type: none"> <li>• Key leadership and management activity: DM had begun working with her successor as Headteacher from September 2015, Sarah Brinkley on the transition between them.</li> <li>• LW had secured a successful bid to the Education Funding Agency for £328,000 for refurbishment of the Art Block. The</li> </ul>	

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	<p>Board commended this success and recommended that it should be celebrated publicly by communicating it to the school and wider community.</p> <ul style="list-style-type: none"> <li>• Duncan Millard, Deputy Headteacher of the Faringdon Community College had visited the school to begin work with Middle Leaders and this work would continue into the new academic year.</li> <li>• The mid-year review of the appraisal process was underway.</li> <li>• Interviews to appoint two Assistant Headteachers would take place next week. A number of interviews for various positions had already taken place and consequently, 12 new staff had already been appointed for September 2015. There remained 7 more positions to appoint to including the Director of English, which had previously been advertised twice. An alternative plan of action was in place if a suitable appointment could not be made.</li> </ul> <p>The remainder of DM's report included VM's summary on achievements and standards, ELB's summary on quality of teaching and CD's on behaviour and safety. Full reports in these areas had been presented to CWA Committee.</p> <p>VM drew attention to the academic review day on the 1th March, reduced timetables for some of the more vulnerable year 11 students and one-to-one raising achievement meetings taking place with VM and DM for all Directors of Faculty.</p> <p>ELB drew attention to the marking policy not yet being fully embedded across the school; there were inconsistencies in the policy's application both across the school and within faculties. The Board was assured that there was rigorous staff and Governor scrutiny (CWA) of marking compliance with the policy.</p> <p>CD reported significant improvements during the year in attitudes to learning, punctuality and exclusions, with strong statistical evidence to support the progress. Staff were commended for working towards achieving shared goals in these areas.</p> <p>Years 11, 12 and 13 progress and attainment data summaries were presented. VM highlighted that the DfE used a slightly different equation for "value added" progress to that used by the school; nevertheless the current position was a little lower than expected. CB would address the Government's expected three levels of progress between Key stages 2 and 4 for Pupil Premium students in her presentation below. Duncan Millard had commented favourably on the compelling tracking systems</p>	
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	<p>in place for Pupil Premium students at John Mason, and that these would be well regarded by Ofsted.</p> <p>The Board received the Headteacher's report.</p>	
<b>11.</b>	<b>Pupil Premium presentation</b>	
	<p>CB made a presentation to the Board which focused on the impact that a range of projects and associated funding had on Pupil Premium (PP) students at John Mason School.</p> <p>Directors' attention was drawn to the following features in the presentation:</p> <ul style="list-style-type: none"> <li>• The development plan and spending summary for PP. IAG (acronym??) had not been fully spent yet.</li> <li>• Attendance: this had increased and there was extra support for key students and academic subsidies. It was difficult to assess the precise impact of strategies but the culture around attendance was observed to be progressing. The attendance differentials between PP and non-PP students were improving and demonstrated that interventions had been appropriate and had worked.</li> <li>• At KS4 the gap between PP and non-PP students making expected progress was closing in English, less so in Maths.</li> <li>• Case studies years' 8, 10 and 11: if there were 20-30 students in similar or comparative circumstances within the school there would be severe impacts across the school in a range of respects. Provision of a computer and internet access for one of these students through PP funding had very positive outcomes on the student's attitude to school.</li> <li>• Main areas of alternate curriculum provision: Christ Church provision and TRAX (acronym...); good evidence of a student's change in attitude to learning was given as a consequence of PP funding for alternative provision.</li> <li>• A funded visit to Oxford University, Trinity College had raised aspirations and quotes from the students involved were provided.</li> <li>• Some PP funding was used to support Sisa Analytics which CB used on a daily basis.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• £6,000 PP intervention funding was used to purchase Chrome books and internet access. Average point scores had increased for the students benefiting from these.</li> <li>• £500 supported wireless internet access, £2,500 for GCSE pod and £500 for the Headstart tutor group.</li> <li>• At KS3, £5,600 for the accelerated reader project. Work was being undertaken to assess the impact of the reading project for year 7s.</li> </ul> <p>In response to questions from the Board CB advised that there were very clear criteria and categories for PP students. With regard to the Christ Church provision, those benefiting were likely to have been otherwise lost through permanent exclusion from school.</p> <p>The ideas on the main areas for PP funding and strategies in 2015-16 included the following:</p> <ul style="list-style-type: none"> <li>• a student manager dedicated to PP attendance</li> <li>• expansion of and an earlier start to Headstart monitoring</li> <li>• a reduction in tutorial group size</li> <li>• additional time for Heads of year to mentor and ensure that adequate interventions were in place</li> <li>• increased hours for work experience co-ordinators</li> <li>• expanding the success of off-site Christ Church provision</li> <li>• continuing to shift the school culture through effective communication systems for sharing successful interventions and</li> <li>• extending the subsidy to support both curricular and extra-curricular interventions.</li> </ul> <p>The Board was interested in a further report back on the impact of Chrome books and internet access for PP students, as the funding required to achieve the successes with these interventions was relatively small.</p> <p>The Board thanked CB for her presentation.</p>	
<b>12.</b>	<b>Policy review schedule</b>	
	This matter had been addressed under matters arising from the minutes at item 6 above.	LW
<b>13.</b>	<b>Governor training</b>	
	Governor training had been addressed at item 6. PB asked that all Directors should have individualised training plans in the future.	CP and Clerk to explore

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John Mason Academy Trust  
**John Mason School**

Headteacher: Di Mashiter

<b>14.</b>	<b>Correspondence</b>	
	There was none.	
<b>15.</b>	<b>Any other business</b>	
	All staff who were Directors left the meeting at this stage and JC and ELB briefed the Board on events planned to mark the retirement of DM and for other staff who had given service to the school.	JC/ ELB to advise Directors
<b>16.</b>	<b>Date of next meeting</b>	
	Thursday 9 <sup>th</sup> July at 5.30pm	

The meeting ended at 7.47pm.

*Minutes drafted 12.00 midday 24<sup>th</sup> April 2015*

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