

Minutes

Bridgemere Academy Committee

Date: Thursday 11th July 2019 – 6pm

	Part One
1	Opening Prayer LF led the governing board in Prayer
2	Present E Ford (LF), B Dolman, CMiddleton, D Slater, S Foyle, J Forshaw, Emma Fradley (EF), S Knott, J Morgan. Apologies Apologies had been received from Rachel Griffiths, and these were accepted. The Governors wished to thank Rachel for all she has done and LF will write to her and say thank you.
	Action: Liz to write to Rachael
3	Declaration of Interests R Lewis and EF declared an interest in RLLAT and BD is the Executive Headteacher of RLLAT
4	Minutes of meeting 23rd May 2019
	The minutes of the meeting held in May were approved as an accurate record, and signed by the chair.
5	Matters Arising: The EHT had met with C Penn to discuss the necessity for 75% of the Committee to be Foundation Governors as per the requirement for an aided school's Governing Body. It was agreed that the majority of the Committee should be foundation representatives: therefore 4 are needed. This requires 2 new applications from the committee which has been agreed as EF and SK. Rev Helen will meet with them in order to support the application process. School Badge design has been discussed at Parent Council where the majority liked it. It has been changed for uniform only as it was too detailed. The new simplified design should be fine and the SLT will meet with the uniform supplier. The new whiteboards are now in place and working very well. DS demonstrated this to the committee. Some training needs for teaching staff is necessary and EHT will action this. The issues around car parking were discussed. The HOS will contact Lady Delves to discuss this and invite her to the summer fair to be held on 25 th July. The parent council are contacting the Estate Manager to discuss the carpark.
	Actions: Rev Helen Chantry to meet with 2 governors to progress application to foundation status. EHT to put training in place for new whiteboards. HOS to contact Lady Delves.
	Matters for Directors: Notification of the outcome of the discussion with Chris Penn regarding the majority of the AC being foundation representatives.
6	Declaration of AOBs
	Website Dinner Money Budget and Accounting Tool
7	Executive Headteacher's Report
	EHT pointed out that on the report the pupil numbers needed adjusting as she had moved the year groups up as it will be in September. Q. Target 2 what is happening with computer training?

	<p>A. Possible new computing lead starting in September within the Trust, but external provider to train staff in Bridgemere for the new computers.</p> <p>Q. Target 5 what is the change in the curriculum?</p> <p>A. The Ofsted framework has changed and the new framework is coming into place from September. The curriculum has been reviewed and evaluated and will be fit for purpose. As writing continues to be a concern across the trust, particularly spelling and grammar there is a need to focus on this next year. The Trust is looking to incorporate a new writing scheme Read to write but this has a lot of fiction so the EHT will contact the company and commission some non-fiction work such as report writing for example. As the Bridgemere phonics results are below national average at 71% and has been since the EHT's arrival, there is a need for change in the way this is delivered. There is additionally a lack of consistency across the trust delivering phonics and the letters and sounds scheme is now 14 years old.</p> <p>The new scheme Read Write Ink is more consistent with teachers and TA's doing the same thing and the EHT has been very impressed when looking at this and the impact within schools using it has been very positive. Bridgemere qualify for match funding so the cost will be reduced for the school. Both Acton and Calveley are purchasing this too.</p> <p>There will be training and developmental days throughout the year.</p> <p>Q. Will this impact on teachers' workload.</p> <p>A. No as the planning is all in place.</p> <p>Q. Is this budgeted for?</p> <p>A. Bridgemere has match funding but will also use pupil premium money</p> <p>The committee discussed the opportunity to access funding from the Delves Trust and the HOS is to write to them to apply. The Delves trust may also be able to help with the big school prayer.</p> <p>DATA</p> <p>The EHT explained the data and the effect of small cohorts. The governors thanked DS for all her hard work, working above and beyond.</p> <p>Q. Who will be responsible for the Headteacher's report for the Academy Committee.</p> <p>A. HOS will do the report for the Academy Committee and the EHT will provide a template to use for the first meeting which can be changed going forward.</p>
	<p>Actions:</p> <p>EHT to purchase ReadWriteInk.</p> <p>EHT to liaise with Literacy Counts regarding the Read to Write Scheme.</p> <p>HOS to contact the Delves Trust regarding funding.</p>
	<p>Matters for Directors</p>
	<p>Regular updates on the use of Read to write and Read write ink.</p>
<p>8</p>	<p>Committee Minutes</p>
	<p>No committee meeting have taken place</p>
<p>9</p>	<p>Governance Update</p>
	<p>There is a change in structure and there will only be 3 committees</p> <p>Pay Committee</p> <p>Audit and Finance</p> <p>Executive Headteacher's Performance Mangement</p> <p>EHT and 2 Directors met with C Penn regarding the Academy update and the school solicitors expect the conversion to still take place in September, but there are issues around the Lady Delves Broughton lease which will need Members' agreement to sign a supplemental agreement to ensure the Diocese can intervene if ever the school stops operating as a church school.</p> <p>Q Is there a cost to leasing the land?</p> <p>A. Not sure, but there are costs from the Diocesan solicitors which the conversion money will be used for.</p>
	<p>Actions:</p>

	EHT to update governors
	Matters for Directors EHT to update on the conversion date when known
10	Code of Conduct
	All governors present signed the code of conduct and these will be kept in the governors' file.
11	Finance
	This was discussed in part 2
12	Defibrillator
	The parish council would like to site the defibrillator on the school site as this is where the majority of people meet. The defibrillator needs a power supply so they would like to place it on the wall near the gate. This gate is locked when the school is closed and the parish council asked if it is possible to leave this gate unlocked. The governors discussed this and felt it was unsafe to leave the gate unlocked. The EHT to write to the parish council to explain the options of placing the defibrillator on the wall near the gate and only being accessible when the school is operational or siting it outside the front gates with the extra cost to supply a electricity supply which could also be used to fit an external intercom system.
	Actions: EHT to write to the parish council
13	Parent Council Representative
	The chair asked if the governors would agree to take it in turns to meet with the parent council. The next meeting is 25 th September at 6.30pm. SF agreed to attend this meeting and e-mail the date of the next one to governors.
	Actions: SF to attend and e-mail the date of the next meeting to governors
14	Governor Training
	EF attended the finance training. As soon as the new training becomes available LF will circulate
	Actions: LF to circulate new training
15	AOB
	Website EHT discussed how all academies' websites will be linked together with an over arching RLLAT website. The admin staff from Acton, Calveley and Bridgemere met with 3 providers and made a comparison on website design price and year on year costs. The decision to go with a local business ThenMedia was taken and EHT met with the owner to discuss what is needed on all the websites and set up will be completed on 21 st August with the photographs completed 9 th September. Q What happens to the governor hub? A. As this is with google the plan is to stay with the present set up for now with a potential to set up a new site for the Academy committees in the future. Dinner Money The school has been with CE Catering for a year now and the new pricing structure from CEC has been received by the EHT. There is a need to increase the cost to parents for school dinners to £2.45 to ensure the school meals does not run at a deficit in the future as it is now. There is also going to be a pilot available for all children and the teacher on their behalf, to choose their meal electronically which will be sent straight to the kitchen to ensure all children receive the meal they ordered at the start of the day. The proposal to increase the price and pilot the ordering of meals by the children took place and governors voted unanimously to increase the price to £2.45. Q. What happens if school meals fees are unpaid? A. A letter is sent to parents asking for the debt to be paid, if this is not done a second letter is sent asking for immediate payment otherwise school meals will not be provided in the future. Finally, if there is still no payment then a 3 rd letter is sent to inform the parents that they need to provide a packed lunch for their child until the debt is cleared.

	<p>Response the governors felt that it may be beneficial to speed up this process so that payment is received earlier.</p> <p>Budget and Accounting Tool</p> <p>Once Bridgemere join RLLAT and CEC financial support ends the school will need to purchase the Budgeting and Accounting tool to allow for the financial processes to take place. The cost is £1593 and the conversion money will be used to pay for this. The governors agreed to purchase this in time for 1st September 2019.</p>
	<p>Actions:</p> <p>HOS to inform parents of school price increase and new system of ordering meals.</p> <p>EHT to inform the school bursar to purchase the Budgeting and Accounting tool.</p>