

MIDFIELD PRIMARY SCHOOL
Final adopted minutes of a meeting of the Local Committee
held at The School
on Thursday 4th April 2019 starting at 7pm

Present:

Mrs J Barton Headteacher
Cllr J Ellis Chair and Appointed LCM
Ms A Hughes Appointed LCM
Mrs T Mebitaghan Parent LCM
Mr T Cross Appointed LCM
Miss S Hunt Parent LCM
Dr S Balabaskaran Appointed LCM

In attendance:

Mrs K Kick Inclusion Manager and Designated Safeguarding Lead
Mr P Le Conte Deputy Head Teacher
Mrs N Cafferkey School Business Manager
Mr C Lees Chair of the Trust Board (until the end of minute 4)

Clerk: Mrs A Edmunds

1. Welcome and apologies for absence, acceptance of absence and absence

There were no apologies.

2. Declaration of pecuniary interests and Annual Declaration Forms

There were no declarations of interest.

3. Minutes and Confidential Minutes of 17th January 2019.

The minutes and confidential minutes of 17th January 2019 were approved and signed.

4. Welcome the Chair of the Trust Board

4.1. The Chair welcomed Mr C Lees the Chair of the Trust Board to the meeting to talk about the Board and to provide an oversight of the Trust from a global perspective. Mr C Lees confirmed that it will be the end of his term in September and that he would be stepping down.

4.2. Mr C Lees went on to say that operations of the Trust have come a long way in the past two years as six schools working together formally and informally. He was very impressed and thought of the Trust as one school on six sites. Looking at other MATS they don't seem to work together as much as The Spring Partnership Trust ("**TSPT**").

4.3. Mr C Lees confirmed that £15,000 had recently been spent on updating the IT equipment at all of the schools, the financial systems were now working well and that the catering of all of the schools was all under one contract which have all assisted in creating value for money and has helped with increasing cost pressures.

4.4. **A LCM asked whether TSPT plans to recruit actively rather than reactively.** Mr C Lees answered that TSPT had tried to recruit directly through the Trust, but it was not effective as teachers wanted to be associated to a school. It was also confirmed that TSPT was trying to establish a staff development programme, focussing on staff well-being. Job adverts had also been revamped to make it look more attractive. A LCM pointed out that it was not only after 2 years NQT that teachers wanted to change jobs as widely discussed, but also after 5 years NQT and that a balance needed to be found. Another LCM stated that while there had been a lot spoken about well-being issues, not much was actually happening, despite the

MIDFIELD PRIMARY SCHOOL
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fact that a Well Being group has been set up by TSPT with stakeholders from each school (SWAG – Spring Wellbeing Action Group). **Mr C Lees accepted that more needed to be done.**

- 4.5. A LCM pointed out that they were aware of other Trusts really pushing recruitment and were listing all of the benefits for working for a trust on their recruitment pages. Mr C Lees agreed that this was something that TSPT could look into doing. The Chair reiterated that TSPT should spend more time and effort to try and recruit more staff. Mrs N Cafferkey suggested that TSPT could promote the Trust by attending teacher recruitment fairs. A LCM stated that TSPT is a good place to work but needed to promote it more. The Chair suggested that each school in TSPT should have an online brochure in which you can do a virtual visit to each school in TSPT. A LCM pointed out how important the retention of younger staff is for the school as NQT training has been very successful across the Trust. Many teachers go travelling and it would be worth looking into incentives to get them to return, such as offering sabbaticals.
- 4.6. ***A LCM asked why the end of year report was ten pages long, as they thought it was too long for parents to read, and stated that they thought that it should be a maximum of one to two pages.*** The Headteacher agreed that it was too repetitive, and that they were looking at other TSPT schools to try and find a better format. A LCM pointed out that every picture paints a thousand words.
- 4.7. ***The Chair asked what the Trusts role was in relation to income generators.*** The Headteacher highlighted that TSPT had been focusing on after school clubs which were high effort and low income, whereas the focus should be on obtaining school grants and promoting the school. £1500 was raised in the last academic year from school children coming to visit from China, which the school organised itself. A LCM suggested crowdfunding as an option, and said that a school in Dartford had recently raised £5,500 for school computers this way. A LCM stated that there was a demand for a summer school at the school however there were currently physical restraints to promote the school and it needed a grant to maximise potential income, and that this is what TSPT should be focusing on. Investment in the school is required and TSPT insurers would need to ensure that any changes to the school would be covered. **Mr C Lees agreed that this needed to be looked into further.**
- 4.8. Referring back to recruitment at TSPT, a LCM pointed out that staff vacancies were not listed on the school or TSPT websites. Instead there is a link which takes you to the London Borough of Bromley website. Mr C Lees confirmed that the Trust had recently changed the format, however the LCMs felt that this amendment did not make the process of looking for staff vacancies in the school very accessible.
- 4.9. The Chair summed up that the Committee felt disappointed that TSPT hadn't really grasped the bigger issues of finance, staff retention and staff recruitment. A LCM pointed out that the school and the Committee struggle as they feel distant from the Trust Board, and felt that a director should sit at Committee level so that there is a better link between the school and the Trust. Mr C Lees confirmed that the Trust had been looking into having Link Directors however there had recently been a significant churn of directors. TSPT have just recruited three new directors so this is something that they would look to implement. The Headteacher advised that two new directors had visited MPS to view the school Tree House. Mr C Lees also pointed out that there is a meeting of Chairs once a term which currently

MIDFIELD PRIMARY SCHOOL
Final adopted minutes of a meeting of the Local Committee
held at The School
on Thursday 4th April 2019 starting at 7pm

works very well. He also added that there is an aspiration to meet all the Chairs casually as often as possible. A LCM added that they had attended a directors meeting and there was a lot of talk about things which have never been implemented.

- 4.10. The Chair reiterated that the LCMs felt let down by the Trust in relation to HR and Business Development of the school. They felt that they should allow the teachers to teach, and the Trust should have people devoted to dealing with the other issues. There needs to be better communication between the school and the Trust. Mr C Lees stated that the Chair should arrange a meeting with the CEO of the Trust, Mrs J Brinkley to discuss some of these matters further.

Action: JE to organise a meeting with Jo Brinkley.

- 4.11. The Chair thanked Mr C Lees for his time attending the meeting.
- 4.12. The Committee confirmed that they were unsure of TSPT Business Development manager's role and how the school could best utilise her skill set. The Chair confirmed that it would be best to invite her to the schools next Resources Committee meeting to discuss this matter further.

Action: TC to invite Sheila Cook to the next Resources Committee meeting.

5. Matters arising

- 5.1. The matters arising and actions report was reviewed.

5.2. Monitoring Report

All reports had been submitted to the Clerk.

5.3. Training

The Chair reminded the LCMs that it was best practice to attend at least two training sessions a year, and that Educare was also available for any further training.

5.4. Decoration update

A report would be circulated to all LCMs in due course.

5.5. Rent out caretaker's house

Miss N Cafferkey was looking into changing the use back to a residential dwelling.

5.6. Prevent Duty Training

Mrs K Kick to confirm that training is required every two years.

6. Chair's Action

There were no actions to report.

MIDFIELD PRIMARY SCHOOL
Final adopted minutes of a meeting of the Local Committee
held at The School
on Thursday 4th April 2019 starting at 7pm

7. Local Committee Monitoring Visits

- 7.1. Mrs S Hunt volunteered to take on the role of being the Health and Safety representative for the school, and confirmed that she is available to attend meetings on Fridays.

Action: Clerk to forward on all relevant information and future meeting dates.

- 7.2. Mrs S Hunt confirmed that she had also made a recent monitoring visit to the school on 27th March 2019 in which she viewed years 5 and 6 reading, history and geography. She stated that she observed a well-planned activity and saw the impact on the students. She also noticed the contrast between the two year 5 classes in reading and stated that she would follow up her visit to check on the students written work.

Action: SH to make a follow up monitoring visit to review students written work.

8. Local Committee Training and Activities

- 8.1. The Chair asked for feedback on the recent Trust training session. A LCM pointed out that the training itself on reviewing school data was very helpful however too much time was spent at the beginning of the session on getting to know TSPT core principals and meeting fellow directors/committee members.

Action: Clerk to find out what will be covered in the upcoming training session on 10th June 2019.

- 8.2. The Chair confirmed that if LCMs were unable to attend TSPT training sessions they could supplement their training by doing training modules on Educare, and in particular the sections on safeguarding and disciplinary proceedings.

- 8.3. The away day for the LC meeting on 8th July 2019 was confirmed.

Action: Mrs N Cafferkey to book a venue.

9. Report from the Pupil Support Committee 26th February 2019

- 9.1. Minutes from the meeting had been circulated and reviewed.

- 9.2. The Headteacher confirmed that representatives of the school had attended a Cray Forum Meeting.

Action: JB to send a copy of the minutes of the Cray Forum meeting to the Clerk, so that the Clerk can circulate copies to the LCMs.

- 9.3. The next Pupil Support meeting was scheduled for 7th May 2019.

10. Report from the Resources Committee Meeting 4th February 2019

The minutes are to follow.

Action: TC to circulate minutes.

MIDFIELD PRIMARY SCHOOL
Final adopted minutes of a meeting of the Local Committee
held at The School
on Thursday 4th April 2019 starting at 7pm

10.1. The next Resources meeting was scheduled for 9:30am on 9th May 2019.

11. Minutes of Board and Committee Meetings

The Trust Board minutes of 19th September 2018, and 13th December 2018, as well as the ACC minutes of 19th November 2018 and FARCO minutes of 29th November 2018 had been circulated and reviewed.

12. Child Protection and Safeguarding

12.1. Safeguarding audit and action plan

This had been reviewed at the Pupil Support Committee.

12.2. Looked-after children report

This had been reviewed at the Pupil Support Committee.

12.3. Prevent Duty – matters arising/actions

There were no matters arising.

13. Health and Safety

13.1. The school was currently waiting for a SIF bid for the fire doors as they are currently non-compliant.

13.2. The fire extinguishers also need to be checked and moved etc.

14. Head Teacher's Report

14.1. The report had been circulated.

14.2. Review of Teaching

The Chair stated that having reviewed the quality of teaching at the school it was very good that no staff required improvement or were inadequate, as it had been a tricky year with teachers moving classes and a new teacher in year 5.

14.3. Data

A LCM pointed out that the data showed that there was a problem in year 5. Another LCM added that when they had visited the school for their monitoring visit they had noticed that there were quite a few disruptive pupils in that year group. This year group includes approx. 15 new children since KS1 including several with SEN needs and one child having transferred from BTA with behavioural issues. The Headteacher confirmed that year 5 was a needy year group, and that there had been a spike in January following the start of a new teacher. However, since then the children have bonded well with the new teacher, and things have seemed to have settled down.

MIDFIELD PRIMARY SCHOOL
Final adopted minutes of a meeting of the Local Committee
held at The School
on Thursday 4th April 2019 starting at 7pm

14.4. Benchmarking

The Headteacher stated that the school was still waiting for the Trust to put the data together to benchmark the school against the others in the Trust. A LCM pointed out how labour intensive this process was and that it had been highlighted to the Trust previously and that nothing had been done about it. A LCM suggested that the Trust should employ a data manager. The Headteacher stated that she hoped that Mrs J Brinkley would speak to Target Tracker to assist MPS and perhaps make a bespoke document for them to save time entering the data manually. Since the switch from Learning Ladders the process seems to have gone backwards. The Chair confirmed that she would raise the issue with Mrs J Brinkley at the next Chairs meeting.

Action: JE to discuss at next Chairs meeting.

15. Management accounts and budget update

This would be reviewed at the upcoming Budget meeting.

16. Review Pupil Premium Spending

This would be reviewed by the Resources Committee at their next meeting.

17. Review Sports Funding

This would be reviewed by the Resources Committee at their next meeting.

18. Policies/Documents for approval

18.1. Curriculum Policies

The school is currently in the process of revamping its curriculum policies to be in line with the new Ofsted criteria. They are meeting with the Trust to create a global curriculum which would be a foundation document for all Trust schools. A LCM highlighted that it was important for the school to retain its own identity.

18.2. School level risk register

18.3. Mrs N Cafferkey confirmed that she was in the process of completing the document and it would be ready for review at the next LCM meeting.

Action: NC to forward completed document to Clerk to distribute with papers for next LCM meeting.

19. AOB

This matter was deemed confidential and minuted separately.

20. Confidential Items

Discussion under item 19 was deemed confidential.

MIDFIELD PRIMARY SCHOOL
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21. Meeting Impact on Midfield School, its children and staff

- 21.1. The visit from Mr C Lees and the issues raised and his responses.
- 21.2. The staff maintaining outstanding teaching at the school.
- 21.3. Gained an understanding of data handling and how onerous it is on the staff and how it needs to be modified so that it is not so labour intensive.

The meeting closed at 9:40pm

Date of next meeting – Friday 24th May 2019 at 9:30am

Signed: Date:.....

CLlr J Ellis, Acting Chair, Midfield Primary School Local Committee