



CLAREMONT HIGH SCHOOL ACADEMY

Minutes of the Claremont High School Academy

Full Meeting of the Board held at the School, Claremont Avenue, Kenton East HA3

8 December 2016, at 7.00 pm.

Attendees

Name	Initials	Attendance
Governors		
Headteacher (1)		
Mr Terry Molloy (Headteacher), ex officio	HT	Present
Community (5)		
Mr Jo Jhally (Vice Chair)	VC	Present
Ms Elizabeth (Liz) Coles	LC	Present
Mr Steven Brunswick (Chair)	Chair	Present
Ms Gill Aspinall (Deputy Headteacher)	DHT/GA	Present
Dr David Wright	DW	Present
Parents (2)		
Mr Howard Bennett	HB	Present
Mr Umesh Raichada	UR	Present
Partnership (4)		
Miss Olivia Louisy	OL	Present
Dr Nigel Molden	NM	Present
Ms Raxita Kapashi	RK	Present
Staff (1)		
Mr Serdal Yanmaz	SY	Present
Associate member (1)		
Mr Kiran Tailor	KT	Absent
Observer/advisers (Non Governors)		
Ms Bethan Thomas, Deputy Headteacher	DHT/BT	Present
Ms N Boughey (Deputy Headteacher)	DHT/NB	Present
Ms Claire Thompson (School Business Manager)	SBM	Present
Mr David Groves, MAT (multi academies trust) and Academies consultant	DG	Present
Clerk to the Board		
Michael Thompson	Clerk	Present

Part one – public

Item		Who	When
1.	Governing Body Organisation		
1.1	Introductions and apologies		
1.1.1	Introductions - The Chair welcomed those in attendance to the meeting. The Chair especially welcomed Michael Thompson the new Clerk to the Board. Those in attendance were asked to introduce themselves individually for the benefit of the Clerk. Governors took		



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	the opportunity to thank the previous Clerk, Andrew Merkley, for his hard work and commitment to the Board. It was noted that although Michael Thompson was now the newly assigned Clerk that both he and Andrew Merkley worked together to provide the service.		
1.1.2	Apologies - Although not a governor, apologies for absence were received from the Deputy Headteacher, Mr Simon Arnel as he was attending a meeting at his new school. There were no further apologies received.		
1.2	Declarations of interest		
1.2.1	There were none received.		
1.3	Declaration of interest forms		
1.3.1	There were none outstanding.		
1.4	Membership of the Governing Body and committees		
1.4.1	Governors noted the membership list as presented, which was despatched in advance with the agenda papers. There were no notified amendments made to the membership.		
1.5	Governors' Code of Conduct		
1.5.1	The Chair referred the meeting to the Code of Practice for the Governing Body 2016-17 despatched in advance with the agenda papers. The Chair reminded the meeting about the importance of the Board's members adhering to the adopted code of conduct. Governors unanimously without reservation AGREED to adopt the code as presented.	Board	ongoing
1.6	Review of Clerking Arrangements – to appoint the Clerk		
1.6.1	Governors formally AGREED to appoint the Clerk, Michael Thompson, as detailed under item 1.1.1 above. It was noted that this was in fact a continuation of the service at no additional cost to the previous SLA (Service Level Agreement).		
2.	Minutes of the Last Meeting and Action Taken		
2.1	Governors acknowledged receipt of the public minutes of the previous meeting held on 4 October 2016, which were received in advance of this meeting.		
2.1.1	MAT - distribution of papers in advance of the meeting – A governor raised a concern that the papers for this item had not been distributed in time to allow the Board's members sufficient time to read and make comments The Chair confirmed that all the necessary documentation was circulated well in advance of the meeting for the purposes of consideration and decision making. Other Governors present agreed that this was the case. This included the consultation process to all stakeholders.		
2.1.2	Approval of the public minutes of the previous meeting – There were no required amendments made to the public minutes of 4 October 2016, which were AGREED as a true and accurate record. These were duly signed and dated by the Chair for retention at the school.		



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2.2	Matters arising from the public minutes		
2.2.1	MAT distribution of the papers in advance – As discussed under item 2.1.1 above, the Chair confirmed that the papers were in fact distributed well in advance for consideration by the Board and in readiness for tonight's meeting.		
2.2.2	NEET (Not in Education, Employment or Training) – item 5.9 – Governors were informed that a report was received at the relevant meetings of the committees regarding NEETs. The final numbers will be received in mid-January 2017. The full report on student outcomes will be brought to the attention of the Board in due course.		
2.3	Any urgent action taken since the last meeting		
2.3.1	There were none since the last full meeting of the Board.		
3.	Chair's Report (oral)		
3.1	Parents' consultation meeting on the MAT – The Chair informed the meeting that he attended the parents' consultation meeting on the subject of the school's proposed MAT. There was one parent who attended for the full meeting who was also a parent governor on the Board. A second parent, also a Board member, attended for a few seconds only. The Chair was aware that the some parents had replied to the consultation via the online questionnaire "Survey Monkey".		
3.2	School performance on the night of the parents' consultation meeting on the proposed MAT - A governor believed that a school performance on the night of the parents' MAT consultation meeting had impacted on the number of parents able to attend the consultation meeting. The Deputy Headteacher (GA) confirmed that the performance was in fact a dress rehearsal. There were no parents in attendance at the dress rehearsal. Therefore, this would not have had a negative impact on attendance of parents at the MAT consultation meeting.		
3.3	Governors' behaviour meeting with a Year 10 student – The Chair informed the meeting that he and another member of the Board (Dr Nigel Molden) met with a Year 10 student regarding his behaviour at the request of the Headteacher.		
3.4	Naming of the school's Art Hall – The Chair visited the school for the naming of the Art Hall event. For the record the Arts Hall has been named after Mr. Keith Stacey, a long standing former Governor and former Business Manager.		
3.5	Mock university interviews – The Chair took part in mock interview sessions for three of the school's students for potential Cambridge places. There was also one student destined for King's and another for St George's.		
3.6	The Chair had nothing further to add to his report at this stage.		
4.	Leadership Report		
4.1	The Headteacher's and Senior Leadership Team's autumn term report to the Board was despatched in advance of the meeting. Members of		



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	the Board had already had the opportunity to read the report's contents. The Headteacher welcomed and encouraged challenging questions to the report in order to show evidence of the governors effectively holding the school to account without complacency. The Headteacher spoke to the report adding extra comments and additional information.		
4.2	Headteacher's introduction to the report (up-to-date Self Evaluation, Ofsted Outstanding judgement and the Academy Improvement Plan) - Governors were informed that the school remains an Ofsted Outstanding school. It was acknowledged that there are still aspects of the school's work, which could be further improved. The Academy Improvement Plan (AIP) will prove useful and was issued to all staff. The AIP was embedded in the Headteacher's report. The one page version was shared with the staff. The Headteacher AGREED to ensure that a RAG (red, amber and green) rated version was made available in the spring term (2017).	HT	spring term
4.3	Pupil Premium (disadvantaged) Plan - The full version of the Pupil Premium Plan was provided. The plan included a recent evaluation measuring the school's successful strategies applied to support the progress of the disadvantaged. Governors were encouraged to read the document where the evidence showed that the school was effectively closing the gap via the pupil premium spends. Governors AGREED to do so with a view to raising challenging questions throughout the course of the year.	Board	asap
4.4	Greenway and Greenway Plus projects – In keeping with the school's commitment to raising standards governors were advised to read the detailed report on the Greenway and Greenway Plus projects. This included some background information pertaining to the success rates of pupils who have accessed the available programmes. Governors were encouraged to read the report and the background information regarding the successes. Governors AGREED to do so with a view to raising challenging questions throughout the course of the year.	Board	asap
4.5	Deputy Headteacher resignation and cover arrangements – The Headteacher reminded the meeting that the Deputy Headteacher, Simon Arnell, will be leaving the school in January 2017, to take up a Headship position at another school in Harrow. Governors were reassured that appropriate arrangements were put in place to cover the Deputy Headteacher's post for the spring and summer terms 2017. It was noted that the school has a number of excellent staff who were both ready and willing to take on extended roles and responsibilities. The Headteacher and the Board wished the Deputy Headteacher, Simon Arnell, well in his new position as a Headteacher in a Harrow school. Governors expressed their thanks to him for his hard work and commitment to the school and the Board.		
4.6	Academy Improvement Plan (AIP) and Self Evaluation Form (SEF) – The Headteacher spoke to the key areas of the report, especially in		



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	relation to the AIP and the SEF. The Headteacher welcomed questions.		
4.7	<p>Behaviour (reduction in fixed term exclusions) – Governors congratulated the Headteacher and the school on the reduction in the number of fixed term exclusions and asked the Headteacher what had the school done to reduce the number?</p> <p>The Deputy Headteacher, GA, said that the school looked at a wide range of reasonable alternative provision and respite to meet the needs of the students, especially for the disadvantaged. The school remained well aware of the key issues regarding the link between behaviour and social deprivation and the school's commitment to inclusion in the best interest of the students concerned.</p>		
4.8	<p>Staffing (staff absence) –The Headteacher was asked what was the school's procedure for effectively monitoring staff attendance as there was a known issue regarding a teaching staff member's absence?</p> <p>The Headteacher said that he was fully aware of the situation. He stated that the reported absence was in line with the school's and the Board's commitment to the duty of care towards all staff members without prejudice. This particular absence was considered reasonable under the circumstances. The Headteacher added that HR (Human Resources) policy and practice remained in place without prejudice with a comprehensive HR database, which was regularly audited accordingly for all staffing matters.</p>		
4.9	<p>Staffing (staff absence and cover arrangements) – Governors asked the Headteacher what was the current cover arrangements within the staff group during periods of absence and whether or not there was any level of disruption caused in the students' teaching and learning?</p> <p>The Headteacher said that there were appropriate internal cover arrangements during staff periods of sickness absence. There was minimum disruption to the students' teaching and learning as a result.</p>		
4.10	In relation to items 4.8 - 4.9 above, one governor commented positively on the school's approach to staff absences and appropriate cover arrangements during periods of absence.		
4.11	<p>CPD programme recommendations for governors' actions (p.25, 5.4 – item 1. Browse the staff CPD research proposals on OneNote, the Teaching and Learning newsletter and the staff notice board to see the range of projects staff are undertaking) –Governors informed the Headteacher that they had not seen the Teaching and Learning newsletter and asked the Headteacher whether or not it was possible to see a copy?</p> <p>The Headteacher AGREED to ensure that the Teaching and Learning newsletter was shared with the Board.</p>	HT	asap
4.12	IGCSE – Governors asked the Headteacher was there any planned changes regarding the IGCSEs?		



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	The Headteacher said that the school did not have a particularly good experience with English IGCSE. The school will continue with its traditional providers. The only change will be the ECDL (European Computer Driving Licence). The Headteacher said that the International Baccalaureate (IB) physics paper was used as a practice paper only.		
4.13	CPD programme recommendations for governors' actions (p.25, 5.4 – item 3. Visit during a Deep Learning Day to see cross curricula and enrichment in action) - Governors asked the Headteacher whether or not a date and time was set for them to visit the school during a Deep Learning Day to see cross curricula and enrichment in action? The Headteacher said that the dates were set and can be found in the school calendar.		
4.14	Linear AS Level in Year 12 – Governors asked the Headteacher whether or not there will be any linear AS Level in Year 12? The Headteacher said that maths was not yet linear. Some of the students will do AS levels.		
4.15	Building and Finance (Building and Maintenance) – item 6.1 (p.25 - 30) – The Headteacher took the opportunity to comment positively on the work of the school's site services team throughout the year and at the commencement of the autumn term, which was commended.		
4.16	2016/17 Capital Improvement Bid (CIF) – The Headteacher informed the meeting that the school submitted the CIF to the EFA (Education Funding Agency). The Headteacher AGREED to keep the Board informed regarding the outcome of the bid.	HT	asap
4.17	CPD programme recommendations for governors' actions (p.25, 5.4 – item 2. Participate in a work scrutiny of student books and folders) - Governors asked the Headteacher how often does the work scrutiny take place? The Headteacher said that this takes place regularly at least once every half term across all subjects.		
4.18	CPD programme recommendations for governors' actions (p.25, 5.4 – item 2. Participate in a work scrutiny of student books and folders) - Governors asked the Headteacher whether or not he looked at any subject areas and what level of participation was expected of them in relation to the work scrutiny? The Headteacher said that he looked at the subject of English. The governors' participation depended on their availability and the need to adhere to confidentiality. It was noted that this area could be addressed by the governors' Pupil and Curriculum Committee in the spring term. The committee AGREED to review the action in the spring.	Pupil and Curriculum committee	spring term
4.19	Attendance (p.37) – Governors were referred to and noted the school's attendance figures for the respective year groups, which were detailed as follows:		



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	<ul style="list-style-type: none"> • Year 7 – 97.2% • Year 8 – 96.6% • Year 9 – 95.3% • Year 10 – 95.2% • Year 11 – 95.3% • Totals- 95.9%. <p>Governors were reminded about the importance of student attendance and the correlation between attendance and non-attendance, which can inevitably impact negatively on a student's future life choices. If students are not in school they are unable to learn.</p>		
4.20	<p>Attendance – In relation to item 4.19 above, governors were asked to note the following:</p> <ul style="list-style-type: none"> • The school are above the national figure for the autumn term 2015 [for attendance] • Compared with the same period last year attendance has gone down by 0.6% • The drop was caused by some long term absences due to illness and special circumstances in Years 9–11 • Systems are in place for this [autumn] half term to improve the overall attendance figures. <p>The Headteacher AGREED to give an attendance update at the next full meeting of the Board.</p>	HT	Next full meeting of the Board
4.21	<p>First Aid/Accidents – Governors asked the Headteacher whether or not since September 2016, there were 17 injuries recorded in the school's accident book (which was recorded in the report) or 7 to date.</p> <p>The Headteacher said that the figure was likely to be 17 as opposed to 7.</p>		
4.22	<p>Safeguarding and Inclusion update November 2016 – Governors noted the contents of the Headteacher's report regarding the anonymised information pertaining to Looked After Children (LAC), racist or homophobic incidents and child protection. Governors were reminded about the importance of familiarising themselves with the school's data with a view to raising any relevant questions throughout the course of the year. Governors AGREED to do so.</p>	Board	ongoing
4.23	<p>Progress Data – Governors were referred to and noted the contents of the Headteacher's report regarding the students' progress data across the year groups. The information was scrutinised and analysed at the relevant meetings of the Curriculum Committee.</p>		
4.24	<p>Pupil Premium report – Governors were referred to the contents of</p>		



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	the pupil premium report, especially in relation to the income received, how the income was spent and the resulting impact on closing the gap. It was noted that the last two pages of the profile report shaded in "green" was evidence of the pupil premium students doing well compared to the non-premium children.		
4.25	The Headteacher had nothing further to report at this stage. Governors thanked the Headteacher for his informative report. Governors looked forward to receiving further updates about the school throughout the course of the year.		
5.	MAT proposal		
5.1	The Chair had RESOLVED to move the MAT proposal further down the agenda pending the arrival of the MAT consultant, Mr David Groves.		
6.	Approval of the Audited Accounts for 2015-16		
6.1	The Vice Chair and Chair of the Finance Committee, Jo Jhally, spoke to the school's audited accounts 2015-16, which was received by the Finance Committee via the Audit Committee for the attention of the Board and ratification. Hard copies were tabled and circulated. Additional copies can be made available upon request.		
6.2	Governors were advised that Trustees' report and financial statements for the period 1 September 2015 – 31 August 2016, were received, which included the trading accounts and the auditor's letter. The statements received were considered very good and gave a true picture of the school's finances and compliance. The Vice Chair read out the contents of the letter received from the auditor regarding the school's fiscal position, which further endorsed the contents of the reports.		
6.3	<p>The Vice Chair informed the meeting that there were three areas, which needed to be addressed but were not considered critical. These were detailed as follows:</p> <ul style="list-style-type: none"> • Depreciation of the school's buildings was an issue but not a serious concern • Segregation of the cost centres was a key issue regarding income and expenditure (the Trust and the Trading Company will need to have separate accounts) • Subsidiary set up not to pay corporation tax and service contracts to be in the name of the academy but should come under the name of the Trading Company. 		
6.4	The Vice Chair reassured the meeting that the school's cash flow was considered healthy. There was a reasonable sum of monies available in the event of unplanned situations and/or risks. The carry-forward limit was approximately 12%. 10% is linked to capital and the remaining 2% will be earmarked for other unforeseen circumstances.		



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6.5	Governors unanimously, without abstentions, AGREED the school's accounts as presented. There were duly signed and dated by the Chair as recommended for retention at the school.		
7.	Safeguarding Audit		
7.1	The Deputy Headteacher, GA, informed the meeting that the results of the internal safeguarding audit will follow in January 2017. The Prevent Duty was added as a requirement. The school's student teachers will be asked to complete the audit too. It was noted that the audit is ongoing with the outcome being shared in due course. The school's safeguarding policy will be reviewed at tonight's meeting.		
8.	Committee and Link Reports		
8.1	<p>Personnel Committee – The Personnel Committee met on 29 November 2016. The meeting was Chaired by the Vice Chair, Jo Jhalley, in the absence of the committee's Chair, Olivia Louisy. It was noted that much of what was discussed at that meeting was detailed in the Headteacher's report presented at tonight's meeting. The committee discussed changes in staffing such as leavers, promotion and retirement. The main items discussed were detailed as follows:</p> <ul style="list-style-type: none"> • SSO (Site Services Officer) retirement and cover arrangements • Safer Recruitment training to be delivered • Receipt of the Headteacher's Performance Management recommendations • Receipt of staff attendance information • Approval of the school's pay policy • Complaints policy presented and approved subject to the receipt of further information • Governors' CPD/training opportunities to be explored, especially in relation to working effectively across multiple schools • Due diligence information received pertaining to Sudbury Primary School regarding personnel and HR issues. 		
	David Groves arrived during item 8.1 above		
8.2	<p>School accounts and staff pay increases – Governors asked the Headteacher why had two members of staff received substantial pay increases?</p> <p>The Headteacher said that one of the payments referred to him in line with the school's and the Board's adopted policy. The other relates to a Deputy Headteacher (BR), which was also in line with the school's and the Board's adopted policy. The Deputies substantive pay was in line with other Deputies at the school. The payment above the TLR for Leadership relate to a fixed rate enhancement regarding the running</p>		



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	<p>of an assessment centre for a LA on a Saturday which was led by the Deputy Headteacher concerned. The LA pays the school to run this service and the school had received the funds and this was budgeted for.</p> <p>All members of staff received a 1% pay award. As a cautionary note the 1% pay increase is not guaranteed from one year to the next. The actual cost of the 1% increase to all staff is approximately £80k.</p> <p>The Headteacher's pay rate is determined annually by the Pay Review Committee following a formal appraisal process in keeping with HR policy and following national pay guidance.</p>		
8.3	<p>Advertising for replacement staff – Governors asked the Headteacher what was the school's policy for teaching staff replacement and salaries?</p> <p>The School Business Manager advised the meeting that the school will always look at recruiting the best candidates possible in the market. The Headteacher said that depending on the skills and experience of the candidate(s) the school may pay up to UPS2 but won't pay UPS3.</p>		
8.4	<p>Finance, Premises and Health and Safety Committee - The Chair of the committee, Jo Jhalley, informed the meeting that the committee met on 29 November 2016. He spoke to the minutes of the meeting adding extra comments and additional information. The Board will need to consider whether or not to continue with the current external auditors. It was noted that the current auditors had been with the school for approximately five years. Governors were advised that consideration will need to be given to a list of potential external auditors for the tendering process including internal audits.</p>		
8.5	<p>Changing the current auditors – Governors understood the importance of reviewing its current service providers but asked was there any specific reason why they should change the current arrangement with the service provider?</p> <p>The Chair of the committee said that the current internal auditors had decided to take themselves out of the sector.</p>		
8.6	<p>The Chair of the committee advised the meeting that the September 2016 – October 2016 budget monitoring report was received. The details of which were considered good. Governors were advised that the key issue for the school was the pension deficit, which had increased significantly for the support staff. There is an approximate £2.5m liability for pensions underwritten by the EFA. Employers and employees are expected to pay more into the pension scheme in the future. Other items discussed at the committee's meeting were detailed as follows:</p> <ul style="list-style-type: none"> • Governors' training – booking to take place 		



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	<ul style="list-style-type: none"> • Work on the school's buildings • Charging policy approved • Financial procedures approved subject to two changes • Sudbury Primary School due diligence report received • The detailed financial figures received were clarified by the School Business Manager • The pension cost contributions were likely to increase from next year. 		
8.7	<p>Pupil and Curriculum Committee – The committee met on 29 November 2016. Governors confirmed receipt of the report as read. The school's safeguarding policy will need to be ratified. The FFT predictions were expected to be better next year. The Headteacher advised the meeting that the new marking scheme and exam appeals were of some concern. The Headteacher expressed serious concerns about the new marking scheme, which could impact negatively on the school's AS Levels results. There were concerns raised about the procedure for appeals, which can potentially lead to legal pursuit. The current procedure is considered unfair and fundamentally flawed. A new exam board was chosen.</p>		
8.8	<p>Dip in the German exam results – Governors asked the Headteacher what was the school's plans for reversing the reported dip in the German exam results?</p> <p>The Headteacher said that there was a dip due to the fact that more students took the exam than previously. Fewer students will take part this year. Year on year too many students were found to be taking languages. Any student taking languages this year will be expected to be performing at a higher level.</p>		
8.9	<p>Audit Committee – Governors were advised that the committee met on 29 November 2016. The main item discussed was detailed under items 8.4 – 8.6 above. There was nothing further to add at this stage.</p>		
8.10	<p>Link Governor reports (SEND) –Olivia Louisy as the link governor for SEND informed the meeting that she met with the school's SENDCO on 18 November 2016. In summary, the students were doing well. The school's new SEND teacher is also settling in well into the life of the school. She also met the SENDCO at Sudbury Primary School who is also doing well. There were recognised improvements in the teaching and learning of literacy and language. She attended the TES SEND show. Governors acknowledged receipt of the Year 11 exam review 2016. Overall the report was positive and detailed the students' destinations. The IGCSE results were considered an issue in English. Olivia AGREED to provide a further report in due course.</p>	Olivia Louisy	asap
8.11	<p>Link Governor reports (Health and Safety) –Umesh Raichada as the link governor for Health and Safety advised the meeting about the</p>		



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	school's in school accidents. The details of which were received by the Board as detailed in the Headteacher's report.		
8.12	There were no further link governor reports received.		
9.	MAT proposal		
9.1	The Chair reminded the meeting about the importance of an informed decision being taken regarding the school's MAT proposal. Governors were asked to carefully consider the next stages in the process pertaining to the proposed MAT formation following the consultation and due diligence process. No final decision was made to date. Governors confirmed receipt of the documentation in advance of tonight's meeting including timescale, which was designed to assist with the decision making process on whether or not to become a MAT and adopt the sponsor status. It was noted that the DfE had approved the school's submission in principal. The Chair re-iterated that no final decision was made to date regarding the school becoming a MAT. The decision either way will be made at tonight's meeting.		
9.2	The Chair welcomed David Groves, MAT (multi academies trust) and Academies consultant, to tonight's meeting of the Board. Governors were reminded that he had attended a previous meeting of the Board regarding the subject of MATs. David Groves thanked governors for allowing him to attend the meeting. He spoke briefly to the circulated paper entitled "Whether Claremont High School Academy Trust should become a multi-academy trust and whether Sudbury Primary school should transfer to that trust". Governors were asked to carefully consider the proposal and the due diligence papers received in advance, the recommendations for both schools and the need for public consultation.		
9.3	David Groves advised the meeting that if the option was chosen to become a MAT then the Secretary of State will make the final decision. Final approval will be made by April 2017, in readiness for the summer term 2017. The MAT will then be operational from September 2017. David Groves welcomed questions regarding the next steps.		
9.4	Submission of the MAT information for the purposes of decision making – A Governor expressed concerns about the late submission of information received regarding Sudbury Primary School's revenue policy. They were not satisfied with the presentation of the Sudbury Primary School's finances and asked if it was feasible to proceed on that basis? The Headteacher said that Sudbury Primary School's audited accounts were received. There is a reasonable surplus of at least £500k. The School Business Manager said that overall the school is in a strong fiscal position. The wider concern remains the outcome of the government's National Funding Formula and financial planning where all London schools are likely to receive less funding compared to previous settlements. Both schools were in secure financial positions		



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	in terms of cash in hand. Both schools, it was noted, had substantial pension liabilities.		
9.5	<p>Advantages for the parents and students if the school were to become a MAT – A governor asked for at least 10 advantages for the parents and the pupils if the school chose to become a MAT?</p> <p>Governors were referred to the paper despatched in advance with the agenda papers detailing the expected efficiencies and overall effectiveness of the MAT option. The Deputy Headteacher (GA) said that there were a number of worthwhile advantages for all, which were detailed as follows:</p> <ul style="list-style-type: none"> • Economies of scale • Evolution of staffing structures over time • Sharing of best teaching and learning practice • The staffing recruitment crisis [up and down the country including recruitment and retention] is an issue and is less likely to impact on a MAT • Opportunities for shared training and development • Specialist subject areas and sharing resources • Shared curriculum opportunities and initiatives • Students and parents can expect consistent good/outstanding teaching and a continuation of that • Two Local Governing Boards and active parent bodies. 		
9.6	The Chair commented positively on a range of opportunities and advantages which were enjoyed by Claremont when the decision was made to leave the LA. This in turn has allowed the school to develop, grow and flourish in the best interest of the whole school community. It was understood that schools will receive much less funding in the future leaving them to consider and explore new ways of joined-up working arrangements. These can be achieved in terms of exploring lettings options for instance and potential savings to be made between the two schools or more if that is the case in a MAT. The reduction in schools' funding as a result of the government's National Funding Formula as a worst case scenario could be as much as 10%.		
9.7	The Headteacher spoke about the importance of remaining in the LA's family of schools with a moral purpose. It was understood that the LA was unable to support Sudbury during its challenging period because of its academy status whereas Claremont could support the school. There were a number of mutual benefits between the schools. Claremont was also part of a World Class School Network. It was understood that the staff will mutually benefit by sharing good practice and reflection across the MAT and other schools.		
9.8	Trade Union response to the MAT proposal – Governors referred to		



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	<p>the Trade Union response to the MAT proposal and asked the Headteacher what was the staffs' views?</p> <p>The Chair said that he had received a written response received from the Trade Unions regarding the MAT. The Chair spoke to its contents. In summary, staff side were in support of the MAT for good reasons locally as opposed to the government's national agenda. The Chair added that consultation was welcomed from the JNC in the best interest of the whole school community, especially the staff.</p>		
9.9	<p>Resolution against the MAT proposal- Governors asked the Headteacher had the staff submitted a resolution not in favour of the MAT?</p> <p>The Headteacher said that no resolution against the MAT proposal was received from the staff. The Chair said that he was not in receipt of such a resolution passed by the staff.</p>		
9.10	Governors commented on the importance of ensuring that the school's identity, ethos and structures are maintained within the MAT arrangement.		
9.11	Members of the Board acknowledged the benefits of the MAT and were aware that doing nothing was an option. They asked David Groves for his view(s).		
9.12	David Groves said that doing nothing is in fact an option if that option is chosen. The Board will need to carefully consider the challenges ahead if they chose to become a MAT and the right time for doing so in terms of staffing and funding pressures. The final decision either way will rest with the Board.		
9.13	The staff governor in attendance spoke positively about the school and the trust in its leadership and management and the ability to adapt to change in this case. The staff are supportive of the MAT given the school's experience and expertise. If managed in the right way there was a wide range of potential for further improving the future life choices of children within the MAT and in other schools working in challenging circumstances. Governors commented positively on the need to work in the best interest of the children where resources and achievements can be shared in an effort to further raise standards.		
9.14	Governors commented positively on the benefits of a MAT as detailed in the paper presented to the Board and as expressed throughout tonight's meeting. There was also an opposing view that becoming a MAT had no advantages for the school.		
9.15	<p>Proposal to become a MAT –The Chair proposed that the Board voted on whether or not they were in favour or against the proposal for the school to become a MAT. The outcome of the vote was detailed as follows:</p> <ul style="list-style-type: none"> • 9 (nine) for • 2 (two) against 		



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	<ul style="list-style-type: none"> • 0 (zero) abstentions <p>The proposal to becoming a MAT was carried and AGREED.</p>		
9.16	<p>Proposal for Sudbury Primary School to be supported by the MAT –</p> <p>The Chair proposed that the Board voted on whether or not they were in favour or against the proposal for Sudbury Primary School to be supported by the MAT. The outcome of the vote was detailed as follows:</p> <ul style="list-style-type: none"> • 8 (eight) for • 2 (two) against • 1 (one) abstention <p>The proposal for Sudbury Primary School to be supported by the MAT was carried and AGREED</p>		
9.17	<p>David Groves advised the meeting about the importance of voting on the recommendations numbered 3-8 on page 1 of the circulated document regarding the MAT proposal, which were detailed as follows:</p> <p>3. To approve the updated Articles of Association, which are set out in Annex 1, including most particularly Article 12 (the Members of the Trust) and Article 46 (the Trustees of the Trust) which are set in section 5 of this report and Annex 2 and recommend these to the Members and Secretary of State for approval;</p> <p>4. To approve the change of name of the trust from 'Claremont High School Academy Trust' to 'Chrysalis Multi Academy Trust' and to recommend this to the Members for approval;</p> <p>5. Subject to Sudbury Primary School approving recommendation 9 below, to approve the composition of the Board of Trustees and for the Local Governing Bodies for each of Claremont High School and Sudbury Primary School as set out in Annex 2;</p> <p>6. Subject to Sudbury Primary School approving recommendation 9 below, to approve the scheme of delegation for the establishment of the MAT and the transfer of Sudbury Primary School (the school) as set out in Annex 3;</p> <p>7. To approve that the school names within the Funding Agreements are 'Claremont High School' and 'Sudbury Primary School'; and</p> <p>8. To approve that the new Funding Agreements take effect on 1st September 2017 or as soon as possible afterwards.</p>		
9.18	<p>The Chair proposed that the Board voted on the recommendations</p>		



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	<p>numbering 3-8 as detailed under tem 9.19 above. The outcome was detailed as follows:</p> <ul style="list-style-type: none"> • 7 (seven) for • 2 (two) against • 2 (two) abstentions <p>The recommendations numbering 3-8 was carried and AGREED.</p>		
	David Groves thanked governors and left the meeting at this stage		
10.	Policy Ratification		
10.1	<p>Governors were referred to the policy schedule. The following policies were circulated in advance and were AGREED as presented and as recommended by the relevant committees :</p> <ul style="list-style-type: none"> • SEN policy - approved • Safeguarding policy - approved • Pay policy – approved • Complaints policy – approved • Charging and remissions policy – approved. 		
11.	Headteacher's performance appraisal		
11.1	The Chair informed the meeting that the Headteacher's performance appraisal was scheduled to take place on Monday 12 th December.		
12.	Training		
12.1	<p>The Chair reminded the meeting about the importance of governors' training. All members of the Board, especially new members were encouraged to take up the safer recruitment training. MAT training will also need to be considered as a school based training session. Members of the Board and Chairs of the committees were asked to consider the immediate and wider training needs of the Board and the respective committees in line with their roles and responsibilities. Governors AGREED to do so.</p>	Board	asap
13.	Dates of upcoming meetings		
13.1	<p>The schedule of meeting dates were despatched in advance of tonight's meeting. Governors were reminded that the meetings for the year were ratified and were detailed as follows:</p> <p>Spring term</p> <ul style="list-style-type: none"> • Personnel Committee – 9 March 2017, at 6.00 pm • Buildings, Finance and Health and Safety Committee – 9 March at 7.00 pm • Pupil and Curriculum Committee – 14 March at 5.30 pm • Trust – 23 March at 6.00 pm 		



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	<ul style="list-style-type: none"> Trust AGM – 23 March at 6.30 pm Full meeting of the Board – 23 March at 7.00 pm <p>Summer term</p> <ul style="list-style-type: none"> Audit Committee – 15 June at 5.30 pm Personnel Committee – 15 June at 6.00 pm Buildings, Finance and Health and Safety Committee – 15 June at 7.00 pm Pupil and Curriculum Committee - 20 June at 5.30 pm Trust - 28 June at 6.30 pm Full meeting of the Board – 28 June at 7.00 pm. 		
14.	Any Other Urgent Business		
14.1	There were none.		
15.	Items for the next agenda		
15.1	It was AGREED that the main item for the agenda at the next full meeting of the Board will be an update on the progress of the MAT and the next steps. The Clerk AGREED to ensure that the item is on the agenda for the next full meeting of the Board scheduled to take place on 23 March at 7.00 pm.	Clerk	Next full meeting of the Board
	All members of staff left the meeting for part two – confidential items for the meeting		
	Part two- confidential		
	See the confidential minutes of the meeting attached – <u>strictly for governors only</u> unless otherwise advised		

The meeting finished at 9.16 pm.

<p>APPROVAL OF MINUTES BY CHAIR OF THE BOARD</p> <p>I, Chair of the Board, approve these minutes as an accurate representation of the Meeting, which took place on 8 December 2016 at Claremont High School at 7.00 pm.</p> <p>Signed: _____ Date _____</p> <p>Steve Brunswick Chair of the Board of Governors, Claremont High School</p>
