

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE STRATEGIC PLANNING
COMMITTEE
20 APRIL 2021 AT 5.30PM (VIA ZOOM)**



MINUTES

Present: T White (Chair), J West, J Logan

In Attendance: A Blench (Clerk), K Taylor (SBM), J Oliver (JMAT) left at 18:10pm

SP1. APOLOGIES FOR ABSENCE

1.1 To accept apologies for absence

No apologies as all were present.

SP2. DECLARATION OF PERSONAL AND BUSINESS INTEREST

2.1 Individual governors to declare any personal or business interests on any item on the agenda

No declarations were made.

SP3. ANY OTHER ITEMS OF URGENT BUSINESS

3.1 Chair to consider any request for additional agenda items for discussion at SP11

At this point TW introduced JO, who was visiting the meeting to give governors an update on progress towards academy conversion and also to share with governors how governance works in JMAT.

JO stated that the conversion process for MVP was at a sticking point. The normal process is for a school to be granted an academy order (voluntary or enforced). Following this there are three main legal documents which need to be put in place and signed off. The Commercial Transfer Agreement (CTA) which is an agreement between the LA and Trust as to what assets are transferring to the trust. The school and everything in it. The School Funding Agreement (SFA) which details what funding the Secretary of State is giving the academy and any conditions attached to this. The Land Transfer documents – these identify the land and buildings which will legally transfer to the ownership of the trust. Where a school is a PFI school (as is the case with MVP) the principal agreement covering the PFI

agreement has to be amended to reflect the change as well. The current position is that everything school can do towards this process has been done. The CTA has been checked several times by KT. TUPE has been completed. SFA and LT have been done. We are waiting for the PFI document to be signed off, which is currently sitting with the PFI financiers solicitors. There are regular meetings held to review progress, JO did not have the date of the next meeting.

It was noted that JMAT has one other PFI school in the trust. RMBC have converted lots of schools to academies. At the moment the LA has limited capacity to support the process so has outsourced its legal work. JO acknowledged that the delays must be frustrating for all involved. The key thing is to keep on reminding the key people that we are still here and to keep on pushing. Academy conversion will not happen on 1st May 2021.

Governor question – who is responsible for getting this completed?

Ultimately it is the DfE. There is no point in governors writing letters as this won't change anything. Wath central took 2 years to convert, and this was outside of the pandemic.

Governor question – DS spoke to us previously about a charge made by the PFI solicitor which the DfE were refusing to pay. Is this still an issue?

No this is not the reason for the delay. The DfE will pick up this cost. It will be on the agenda for the next meeting with the DfE.

Governor question – how long has this been with the financiers?

Since early March 2021.

Governor question – what is the role of the Regional Schools Commissioner (RSC) in all of this?

The RSC office approves the conversion and approval was given in July 2018.

Governor question – do we have an updated date for academy conversion?

Yes, we have been given one but it's probably not achievable. JO expressed the personal opinion that this is now likely to happen in the autumn term 2021.

JO and governors thanked KT for all of the work she has done to prepare for academisation. There was also an acknowledgement that the delays in starting date had added to KT workload significantly.

JO then spoke to governors about governance as a JMAT academy and how this might differ from how school governance works currently at MVP.

TW mentioned that she had visited a governing body meeting at Laughton Junior and Infants School, which is a JMAT school.

JO stated that the trust model of governance is for no committees. The FGB meets 5 or 6 times per year. Autumn term meeting tend to be an opportunity to sort out GB

admin tasks. The meetings last 2.5 hours at maximum. Governors are encouraged to take a link area from the DEP and to conduct regular focussed visits into school. The governors then present a report to the GB and share their findings with the wider GB. This is mainly a document sharing exercise.

TW explained that MVP governing body has 9 places and that currently we are carrying a vacancy for a parent governor. Recently we have lost 3 very experienced governors. We have recruited and the new governors are now building up their knowledge. We have done some virtual visits in the last year.

JO mentioned that for JMAT things like policy approval are handled at trust board level. Only policies which are specific to the school setting come to the LGB for approval. These would be worked on outside of the meeting before coming forward for LGB approval.

Governor question – we have lost 3 experienced governors in the last year. If this were to happen again would the trust have any way of helping us?

No, the trust doesn't have a list of people who can step in. For some schools where recruiting governors is difficult federation of governing bodies has been an option. This gives a small group of experienced governors over 2 schools.

JO left the meeting at this point.

Governors discussed how the LGB at MVP could transition to this different way of working. There would be an increased expectation of governors that they would visit school and present to all governors. It was important that this expectation was made clear when recruiting new governors as well.

SP4. MINUTES OF PREVIOUS MEETINGS

4.1 To approve the minutes of the meeting held on 12th January 2021

The minutes of the last meeting were approved without amendment.

4.2 To discuss matters arising from the minutes of the last meeting:

- JW to send visit report (H Webster Literacy) to ABL – completed.
- TW to speak to KB regarding conducting a virtual visit with an SEN/SEMH focus – completed visit and item on FGB agenda.
- JL to explore any GDPR implication for MK if she examines the SCR – completed.
- JW and TW to discuss how to engage with SG regarding EYFS – completed is arranging a visit date.
- JL to contact TW/JW with data drop when it is ready – completed meeting held 8th February 2021
- JL to invite SG and DH to the next FGB Meeting – completed and attended FGB Meeting.
- JL to review governors' access to 'safeguard' – completed and TW will follow up with those governors who have not completed the training as yet.
- ABL to draft a colour coded agenda planner – completed.
- JL to send English Hub report to JW – completed.

- JW to consider how to take this forward with governors – completed JW arranging virtual visit with Katie.
- TW to pick up the conversation with Jackie Oliver – completed and JO attended tonight's meeting.

SP5. REVIEW OF GOVERNOR PARTICIPATION

5.1 Review of participation in 2020 21

It was noted that overall attendance was good. There was a discussion regarding two governors who have not attended meetings for some time.

TW will have discussions with these governors outside of the meeting.

5.2 Virtual visits plan – to discuss a plan of virtual visits – TW

KB has completed a Behaviour focussed virtual visit. He will be giving feedback from this at the FGB Meeting on 27th April 2021.

MK and JW will be arranging a suitable date for the EYFS visit.

TDH was going to complete an SEN focussed visit but is unable to do this at the moment.

It was agreed that Danielle and SG will attend the May FGB Meeting to give governors an update around SEN/Safeguarding/LAC.

Early reading – JW confirmed that she had received a second report from the English Hub. It was suggested that JW could speak to Hannah and Katie and that the early reading and EYFS focus could be combined. It was agreed that there would be a report back on this area in the June 2021 FGB Meeting.

Data – it was suggested that JW, TW and MK could meet with JL and report back in the summer term. JL to advise on the best time in relation to the availability of the data.

SP6. GOVERNORS' TERMS OF OFFICE

6.1 To review governors' terms of office.

Recorded in confidential minutes.

6.2 Review current vacancies.

Governors noted that AB term of office expired on 20th March 2021. As this is a staff appointed governor role it will need to be advertised to staff internally within school.

TW agreed to send nomination letters to staff via school.

Governors were hopeful that AB would seek renomination.

Action – TW to draft letter to staff seeking nominations.

SP7. REVIEW OF GOVERNORS' SKILLS AND TRAINING

7.1 To review governors' skills and plan for 2020 21 – TW

There was nothing to add to our last discussion. TW will be speaking to the governors who have not completed their online safeguarding training.

SP8. AGENDA PLANNER

8.1 To review the agenda planner for 2020 21 – TW

Due to time constraints, it was agreed that this business would be completed outside of the meeting. It was noted that the RSHE Policy needs approving, and this will be added to the May FGB agenda.

FGB	Tuesday	27/04/2021
FGB	Tuesday	18/05/2021
FGB	Tuesday	15/06/2021
FGB	Tuesday	13/07/2021

SP9. THE SCHOOL DEVELOPMENT PLAN (DEP) 2020 21

9.1 Strategic overview of the development plan (DEP). – JL

The DEP was updated before Easter and the updated version will be shared with governors during the summer term.

9.2 Review of the Effectiveness of the Governing Body – TW

TW had not received any questions from her recently shared paper on this topic. Governors discussed the possibility of the GB holding a half day strategy meeting in the autumn. Revisiting the strategy and vision of school, including stakeholder views. Looking at where we would like to be in 3-5 years' time. Completing a SWOT analysis, after we have the new leadership team in place. JL would attend this. It was hoped that this could happen face to face.

9.3 Updating of the School Self Evaluation Form (S.E.F.) – JL

Carried forward.

9.4 Academy update – JL

Completed at 3 above.

9.5 Ofsted Inspection Actions – JL

This is included in the DEP update.

SP10. DATES OF FUTURE MEETINGS

10.1 To review the dates of meetings for the academic year

It was noted that the 2021 22 budget would be brought to the FGB meeting on 27th April 2021 for approval. This would give time to meet the deadline for submission to the LA of 14th May 2021

10.2 To suggest meeting dates for 2021 22 – ABL

Governors discussed the meeting dates which ABL had circulated prior to the meeting.

It was agreed that we should set and agree meeting dates for the whole academic year, as though we are going to be an LA school and continue with the current meeting format. This would give people opportunity to get these dates in their diaries now. The dates can always be taken out later if they are not needed.

It was thought that we would most likely continue meeting monthly for the autumn term.

KT confirmed that the proposed dates for meetings were in the right place to enable us to meet statutory deadlines as an LA school.

It was agreed that governors would plan for monthly meetings up to Christmas 2021 as an LA school. To review this at the Autumn Strategic Planning Committee.

It was agreed that the January Strategic Planning Committee meeting should be brought forward to 7th December 2021. To have a combined STP/FGB Meeting on 7th December 2021. There would be a budget update available at this meeting for governors to consider.

Governors discussed the September 2021 GB meetings. Noting that getting documents together in time for a meeting on 14th September could be tight. It was agreed that to minimise the paperwork needed for the first FGB of the academic year the agenda would be mainly about governance administration tasks.

Governors would need to be canvassed about their views of face-to-face meetings, start times and length of meetings.

It was noted that attendance had improved since starting to meet virtually. It was important to understand why this has happened. Consideration needs to be made to travel time when meeting face to face.

SP11. OTHER BUSINESS

11.1 None.

SP12. CONFIDENTIALITY

12.1 To determine any items for the confidential minutes.

Governors agreed that the discussions at 6.1 above should be included in the confidential minutes.

The meeting finished at 19:20