

Attendees:

<i>Members:</i>		<i>In attendance as required:</i>	
Steve Savory (SS) Chair	CEO GLA MAT	Melissa Hardwell (MH)	ABM
Keith Clover (KC)	NLG	Gareth Foulsham (GF)	RSC SW
Geoff Mountjoy (GM)	NLG	Nick Levett (NL)	ESFA
Alison Delyth (AD)	Chair of ASDAN	Alison Fletcher (AF) *	Director of CLF Institute
Mark Ellis-Jones (MEJ)	Chair of Trustees	Mara Sankey (MS)	RSC SW
Joss Hayes (JH)	Principal	Steve Taylor (ST)	CLF CEO
		Alan Morris (AM)	
	<- Indicates question raised	Sue Burns	Clerk

1, Welcome and Introductions

The meeting commenced at 2.05pm

Apologies were received and accepted from: AF

The meeting was deemed to be quorate.

Alan Morris and Steve Taylor advised in advance that they would be late due to a scheduling clash.

Nick Levett will represent the ESFA in place of Stella Lithgow moving forward.

2, Declarations of Interest

The AMC members signed the attendance and pecuniary interest register.

3, Elect Chair

See AOB

4, Approve minutes of the last meeting (12th March 2019)

The minutes of the previous meeting were agreed to be a true and accurate record and were signed by the Chair.

5, Actions and Matters Arising

5, MEH to arrange an additional Fire Risk Assessment as soon as possible – **Carried forward**

5, SS to contact the CEO of the neighbouring site and determine if there is a planning condition which restricts the movement of vehicles – **In progress. MEH has spoken with them and asked for the details of their CEO.**

5, MEJ to provide the correspondence with the ESFA re the design of the site to GF to review – **Carried forward.**

6, MEJ to send SS and ST the list of Steiner professionals in the UK who could offer targeted support – **In progress.**

8, SS to liaise with Steve Cox and Steve Taylor to determine availability to support SAB – **In progress.**

8, SS to liaise with the ST and the RSC to increase the SSIF bid and determine the length of the process - **Completed. The SSIF bid has been increased to £143k and approved swiftly. The AMC thanked Gareth and the ESFA team for expediting this process.**

8, MH to subsidise the recruitment of an HR person with the school budget, until additional funding has been received – **Completed. The new HR person has started for 3 days a week until the £18k is exhausted.**

10, AD to liaise with Richard Crossley re attendance, as part of the safeguarding processes – **Completed. The issue of attendance rewards has been raised which Steve Cox from Hereford who confirmed they use attendance rewards. SAB need to consider if this is a process they want to introduce. The AMC discussed if 'recognition' rewards could be used instead of rewards, and if the whole class could benefit as opposed to individuals. This issue will be re-visited in T6 ready for September 2019. Improvement should be recognised for individuals but celebrated by the class.**

ACTION: JH to circulate the Attendance Powerpoint to the AMC.

10, JH to arrange for Richard Crossley to take the attendance conversations in-house with his team and record conversations on Arbor – **Completed.**

10, JH to arrange for Richard Crossley to present to the AMC about impact on attendance – **Completed. Letters were issued to all parents on 30th April 2019. Richard Crossley will attend the LA Attendance briefing later this term.**

Matters Arising

- **AMC commission of an investigation of a parent complaint.**

Proposal for AD to investigate the SAB parent complaint: SS

Seconded: GM

Show of Hands: Unanimous

Concerns have been raised about the quality of the record keeping in the school, especially for pupils who are transferring to other schools. Appropriate redaction also needs to be utilised. Recommendation of an accurate written account based on contemporaneous notes for all meetings that take place between parents and staff, to ensure a clear understanding by both parties.

ACTION: AD to investigate appropriate record keeping procedures, including GDPR concerns, and make a recommendation to the AMC.

(AM joined the meeting at 2.20pm)

6, Update from Principal

Paper circulated in advance

Some of last terms priorities have rolled over into this term to allow the embedding of rigour around compliance.

Sarah Whitehouse (CLF Teacher trainer) is providing in class coaching, feedback and direct support.

Physical intervention and Health & Safety remain an ongoing concern and therefore a focus for this term.

Attendance has improved by 1.5% vs this time last year but remains significantly below the national average.

Why are the Kindergarten attendance statistics so low?

Kindergarten pupils are in school for five-hours a day but parents like to offer other educational activities. This is a cultural issue which we are trying to shift so that parents understand why pupils

need to attend. Attendance letters have been issued which some parents have pushed back on citing stress in their children due to SATs preparation.

Do SEND, PP and vulnerable groups have lower attendance?

In some groups PP attendance is higher. The issue is a whole academy cultural issue as opposed to a specific vulnerable group issue.

Is the reduction in attendance in other areas of the school due to the transitional changes in the school?

No there is no apparent correlation.

We are working with the LA re Early Years development and standards and the Class 1 transition (Y1 to Y2) to ensure that children are ready for formal learning. Curriculum development is ongoing to ensure robustness in key areas at particular stages of their education. We are investigating sequencing and demonstrating impact within the new Ofsted framework.

Some compliance areas have been RAG-rated green and raising attainment and the continuity of Maths teaching is having impact, but other areas remain RAG-rated orange.

How long was the Maths Lead absent for?

A Maths supply teacher was in post when the Maths Lead went onto sick leave but she was not confident in exam preparation. Alongside this provision we have another Maths teacher for one to one and small group tutoring during the exam season. This arrangement will continue regardless of whether the Maths Lead returns.

Is this arrangement being covered by the CLF bid?

No, this issue is due to staff absence and not due to school improvement.

Raising attainment in Y11 is a priority SSIF bid item?

Yes, this has been costed as part of the CLF support which is different to the above arrangement.

What support have the CLF put in place?

The CLF have provided direct contact with the CLF teachers and leaders to raise attainment

Y6 raising attainment has been impacted by the Maths Lead's absence. 'Maths no Problem' delivery is being supported by another Maths teacher to ensure transition to Secondary is sound and that gaps in learning have been addressed.

(Steve Taylor joined at 2.40pm)

Some parents have given negative feedback around 'Maths no Problem' based on unsubtle reference to SATs. There is tension between the ethos of the parents and that it is unfair for the Y6 class to be crammed for SATs. *(MEJ advised the AMC that his daughter is experiencing SATs stress in Y6).*

How are we responding to the parents push-back about SATs and attendance?

One parent has responded about this issue. The class teacher has had some professional guidance about communication with the pupils about SATs.

Have the parents been informed about SAB's methodology for preparing pupils for the Secondary phase?

Yes, and a letter will go to all the children in the class to re-align the message about being prepared for the next phase.

Are you confident that this term an audit trail is robust for all physical interventions?

Yes, we are very confident about this as it was a real focus last term. We are using a hard copy physical intervention bound log with numbered pages, as recommended by Steve Bane. Richard Crossley has been assuring that all the staff are following up on any incidents.

So, no member of staff has any confusion about the physical intervention process?

Absolutely.

Health and Safety walks need to continue to ensure that random items are not brought onto the school grounds.

Staffing Update

Some positions are being covered internally as well as with supply cover. We have been able to retain two strong supply teachers, but recruitment will be required for September.

Steve Cox has been commissioned undertake an investigation which will likely be followed by a Disciplinary Hearing.

There is instability in the parent group with some key teachers leaving. The Trustees have been undertaking exit interviews, can the themes be provided to JH, the SLT and the AMC?

Yes, and Steve Cox will be asked to draft a report as he has been speaking with all staff.

ACTION: JH to arrange for the staff exit interview trends to be shared with the AMC, along with a contextual report from Steve Cox.

SAB is a special measures school which generates stress and pressure. Statistically up to 70% of staff leave special measures schools. The longer the period of instability and uncertainty exists, the more stressful the situation will become. There have been some disingenuous comments from staff who are leaving, but this is beyond the control of the AMC.

Recruitment packs are ready, dependent on a review of staffing need, based on revised pupil numbers and an understanding of what the curriculum provision is.

What are we doing to recruit Steiner trained staff?

We will advertise the vacancies on the Steiner Fellowship site. However, it will be difficult to attract experienced Steiner staff whilst there is still uncertainty as to our transfer.

What is the latest point in the year that we can advertise to achieve recruitment for September?

We need to start the process now.

ST advised the AMC that CLF have experience of recruitment during uncertainty, and that delaying the recruitment process does not improve the calibre of candidates. Therefore, it is better to recruit to vacancies now as the process will be attractive to the right candidate who is looking for an improving school and enhanced CPD.

The restructure document will be considered by the new HR Lead, but the restructure time-line may need to change.

Pupil numbers have reduced to 357.

The Class 8 closure has been discussed and the CLF are working with the families with regard to transition. Some families have already been inducted into Digitech which operates with teachers on a first-name basis and no uniform. A proposal has been drafted for the Class 8 families which includes four of the closest CLF Academies who can offer their children a school place.

Parents would like to know how the AMC are supporting the Class 8 parents to access their school of choice, as opposed to an available school?

Bristol Brunel Academy and Bristol Metropolitan Academy are both oversubscribed, but the CLF are prepared to offer an additional class if it is in the best interests of the families in Class 8. The Bristol Heads group are also aware that there may be some applications to schools further away from SAB. Chris Davis has written to all the Bristol Heads with a request to be amenable to applications as part of the Fair Access Panel.

Will most families have a solution that they are satisfied with?

Yes.

When will this be communicated to parents?

This will be communicated this afternoon.

The AMC thanked Steve Taylor for supporting this process.

7, Collapsing Curriculum Model and Timeframe

See above

8, Finance Report

Paper tabled

It remains difficult to forecast financially due to rapidly changing pupil numbers. The most pessimistic situation three weeks ago is now worse.

2018-19 is a relatively comfortable position and we are continuing to carefully manage only essential costs. The SSIF funding has been vital to fund some items.

The forecast without the SSIF was a £27k surplus, a £60k surplus is now forecast with the SSIF bid funding, provided the restructure takes place shortly. This does not include the cost of the Maths Tutor.

In previous years there have not been sufficient voluntary contributions for trips and school funds have covered the difference. From September 2019 the SAB FGB confirmed that only fully funded trips will take place which parents are clear about. We are still facing a substantial shortfall as we have only collected 80% of required funds and have not booked any trips until they are fully funded. We have also shortened trips where applicable.

What is the AMC Policy for subsidising PP pupils for school trips?

We have not set aside PP funding for trips.

Is there a risk that trips will be cancelled if PP children have not paid?

No, this is not the case.

The paper indicates that two classes have 80% of the funding required for the trip, have you made parents aware?

Yes.

How much trip money remains outstanding?

Approximately £25K.

The AMC advised that there is a Trips Policy in place that need to be followed.

There are funds within the SSIF bid for professional leadership support, therefore we would like to extend the Steve Cox provision beyond the original £8k budgeted.

Proposal to extend the Steve Cox provision using SSIF Funds: MEH

Seconded: SS

Show of Hands: Unanimous

Cash Flow

This needs to be monitored closely to ensure that mechanisms are in place to recoup school improvement costs quickly.

Is there a risk that SAB could get a notice to improve as a cash advance has been received from the ESFA?

GF advised that the ESFA have flexibility about providing a cash advance and in some circumstances do not need to issue a notice to improve.

We have appointed AIP as a no-cost contract to provide catering.
Read Right Inc has been purchased and will be funded by the SSIF bid.

The pupil number assessments have been based on a class by class basis. Offers have been made to pupils at entry points, but nine Kindergarten places have lapsed, and the new Class 6 intake has only fifteen which is disappointing and presents a financial challenge of £100k loss in funding. Two parent surveys in Class 5 have had a 50% response rate indicating that 50% and 60% would remain with the school. This represents a drop from 52 predicted students to 35 students. 359 pupils would mean that the lagged funding is above what we had predicted. We have reviewed the curriculum staffing model again and can reduce the Kindergarten to three classes with ten spaces, originally this was modelled on four classes. KS3 will likely be a three-class model. Today is the last day that external families can accept their offers and we have been prudent in predicting which families will remain.
Due to the change in pupil numbers the lagged funding model may provide a £43k surplus, therefore this would provide a year of stable funding.

What is the trigger point where one funding model is better than the other?

360-370 pupils.

Would a transfer announcement improve pupil numbers?

Yes, however we do not know when the announcement will take place and therefore remain in a period of instability.

If we make a decision to approve lagged funding and our pupil numbers increased, could we change the model?

We believe that the ESFA would be flexible in the interests of supporting the school and in-year pupil number adjustment was agreed. However, it is unlikely that there will be a significant

increase in pupil numbers this year as students would have completed their inductions to other schools.

Have the figures been shared with the ESFA?

Not yet. MEH is liaising with Nick Leverett.

What will the surplus/deficit situation be in the next few years?

We have only modelled next year's pupil numbers as the situation is very volatile. If we suddenly attracted a lot of pupils we would be disadvantaged by lagged funding.

Should we base our decision on a three or four-year forecast?

The original paper indicates the impact under both funding scenarios, but we have to determine how confident we are in the estimated pupil numbers.

Would four Kindergarten classes be affordable with 75 children?

The classes would be either too big or too small. We need to model the new curriculum model and speak with the parents to determine if they will stay.

Have two year groups ever been combined?

No, but this is a proposal that we are considering.

Proposal to transition to lagged funding and no longer seeking an in-year adjustment: SS

Seconded: KG

Show of Hands: Unanimous

The calculations for the pensions indicates an increase that is underfunded by the pupil numbers. However, we can apply for a supplementary grant to ensure a neutral cost.

8, Health & Safety

See Item 6

9, Safeguarding

See Item 6

10, HR & Staffing

See Item 6

11, Sponsor Update

CONFIDENTIAL ITEM

[REDACTED]

[REDACTED]

12, Parents Views

Parents have requested a briefing on the bid and the action plan. The detail is not appropriate, but information about the support that is being supplied could be provided.

There is an inappropriate level of scrutiny and lack of understanding from the parents meeting about holding the SLT to account.

ACTION: JH to draft a communication to the parents about what the school improvement fund will be spent on and what the AMC are aiming to achieve.

13, Policies and Compliance Update

- Supporting Pupils with Medical Conditions
- Administration of Medicines in School

The above two policies were approved via email prior to this meeting, using the Urgency and Efficiency Policy

14, Meeting Dates

- Thursday 23rd May 2019, 3.45pm (TBC)
- Tuesday 25th June 2019, 3.45pm
- Tuesday 16th July 2019, 3.45pm

15, AOB

CONFIDENTIAL ITEM

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Meeting ended at: 5.00pm

Actions

Item	Action	Initials
C/F 12.03.19	MEH to arrange an additional Fire Risk Assessment as soon as possible	MEH
C/F 12.03.19	MEJ to provide the correspondence with the ESFA re the design of the site to GF to review	MEJ
5	JH to circulate the Attendance Powerpoint to the AMC.	JH
5	AD to investigate appropriate record keeping procedures, including GDPR concerns, and make a recommendation to the AMC.	AD
6	JH to arrange for the staff exit interview trends to be shared with the AMC, along with a contextual report from Steve Cox.	JH
12	JH to draft a communication to the parents about what the school improvement fund will be spent on and what the AMC are aiming to achieve.	JH

Minutes Approved and Signed by Chair _____ Date: _____