



Ember
Learning Trust
Five schools, one aim

TRUSTEE MEETING OF THE EMBER LEARNING TRUST

Held at Hinchley Wood Primary School

Tuesday 24th April 2018 at 8.15am

Board members present:

NF - Nick Fry, Headteacher - Thames Ditton Juniors (TDJ)
SR - Sue Rodger, Chair of Governors - Hinchley Wood Primary School
BH - Bronach Hughes, Chair of Governors - Thames Ditton Juniors
MP - Monica Paines, Headteacher - Long Ditton Infants (LDI)
RH - Rebecca Hicks, Headteacher - Thames Ditton Infants (TDI)
TG - Tessa Griffiths, Chair of Governors - Thames Ditton Infants (TDI)
AB - Alison Bateman, Headteacher - Long Ditton St Mary's (LDSM) - Chair
BF - Barry Fairbank, Governor - Long Ditton St Mary's
AW - Andy Withers, Co-operative Schools Network

In attendance: EE - Eileen Englefield - Clerk

JC - Josh Chamberlin, Acting Head, - Hinchley Wood Primary School (HWPS)
DT - Darryl Taylor, Headteacher - Claygate Primary (CP)
SC - Sandra Cunningham - new Headteacher Claygate Primary (CP)
LW - Linda Wells, Chair of Governors - Claygate Primary School

1 Welcome

AB opened the meeting with a welcome to all.

2 Apologies

Colin Winchester - Hinchley Wood Primary
Liz Braybrook - Long Ditton Infants
Caroline Marden - SCC
Tessa Willy - Kingston University

3 Declaration of Pecuniary Interests

None.

4 Minutes of the last meeting (28/2/18)

The minutes were approved.

5 Matters arising

Headteachers discussed parental permission for photographing school events, each having slightly different guidance. NF has a basic document which he will circulate to headteachers.

Action: NF

A discussion arose on attendance of Foundation Governors. It was agreed Foundation Governors would attend, along with Chair of Governors (or nominated governor), when their school chaired the ELT Trustee Meeting.

Action: Headteachers

6 Claygate Primary School

DT reported a resolution to join the ELT was passed unanimously at a meeting of the FGB on 1st April 2018. Due to a delay in the letter of assurance, because of changes within the DfE, the official date will now be 3rd May 2018.

7 Appointment of Treasurer

Stephen Ind has resigned. Colin Winchester has been approached, but does not wish to be Treasurer. It was agreed all schools would ask for a volunteer from their Governing Bodies within the next fortnight. This will remain on the agenda for the next meeting.

Action: Headteachers

8 Financial Update

NF confirmed receipt of £53,000 from Partnership funds. Expenditure on the PHSE Jigsaw project will be approximately £14,000. NF suggested a 3 year financial plan to link with the ELT 3 year plan. There was a discussion on future funding of the ELT which is likely to be based on contributions from each school.

9 Jigsaw

MP reported on the recent meeting between Jigsaw (Katie Gumbrell), MP, AB, NF and RH. The package includes extensive resources packs for each year group. MP advised the package covers several curriculum areas including PSHE, SRE, British Values, etc. This is considered a good, fresh resource and is being used widely by other schools. MP will continue to negotiate with Jigsaw on price, in the region of £15,576 (including VAT). RH suggested that all PSHE leads attend training on Jigsaw in addition to the presentation by Sarah Lyles for the September INSET. Venue - Hinchley Wood Primary School

Action: MP

10 ELT strategic development plan

NF talked through the plan and presented his summary of aims to be linked to the 3 year action plan for the future. These aims would form the base document for the development plan. NF was congratulated for this as being good, clear and a link to refer to for the future. At the next heads meeting consideration will be given to the development plan and links to a number of headings for the 3 year plan. NF to look at the year ahead, 2018/19, in more detail. AB thanked NF for a good piece of work.

Action: NF

11 Peer review updates

AB reported reviews booked for 10th May involving LDSM and TDI. DT reported the Claygate review had been postponed as it likely to be more useful at a later date when the new headteacher has started.

12 Collaborative work planned

NF reported on collaborative working opportunities for the future with a safeguarding platform. RH commented on work being done with positive transition. AB commented on the discount available for ELT schools who purchase the child protection CPOMS system. AB said SBMs are working pro-actively on current issues, including documentation for GDPR. Josh thanked the ELT heads for the support he was receiving.

13 Feedback from SBMs meeting

NF talked through the meeting he chaired with SBMs and summarised the areas of collaborative working. NF highlighted the two main problems currently affecting schools: budgets and recruitment. There was a discussion about possible redeployment within the trust and good candidates being passed on. It was commented to make good use of the Kingston University's Tessa Willy, regarding student placements. BF commented that some governors had asked what is happening within the trust and the NF document is a good evidence of recent activities.

14 Feedback from Co-operative Conference on 26th March 2018

MP and NF attended the conference and found it very useful for networking and links. MP gave a talk at the event and was congratulated. Both recommended others attend for the future. AW reported of two groups of Surrey schools considering the Co-operative Trust option.

15 Future work with HWS

Headteachers met with the deputy of HWS, Maria Cachia. HWS wish to be involved in the peer review and NF is looking at subject based reviews, eg. English for years 6 and 7. It was suggested that an independent voice could be involved in these peer reviews, possibly Chris Byrne. BH suggested the transition of vulnerable pupils to secondary as a possible focus for the future and RH suggested a 6 month check on transition outcomes. AB reported on her invitation to visit HWS which was useful and positive. Head teachers discussed individual arrangements for SIP and H/T appraisals. These included external advisers, frequently in past being Jonathan Gambier. Discussion continued around linking H/T reviews to a peer review involving Chris Byrne.

16 SCC admissions update

TG reported TDI are currently in email correspondence with SCC on admissions. In Caroline Marden's absence TG will follow up with Mariette Masters at SCC. BF suggested contacting local councillors if necessary.

Action: TG

17 Land and asset transfer update

AW reported that solicitors are sending packs to 4 schools. Two schools are relatively straightforward, but for others complications have arisen. Solicitors wish to avoid the need to approach the adjudicator and to resolve the matters directly. Stumbling blocks include covenants and caretakers' houses. AW will continue to work towards resolutions involving the least amount of cost with the greatest amount of fairness. This does not impact on LDSM.

18 AOB

SR reported on the continued absence of FC from HWP. SR thanked JC for his work as acting head, which will continue to the end of the summer term. AW offered support from the co-operative organisation should it be needed. RH offered leadership support from the ELT should it be needed. NF expressed friendship and professional support to FC and to the acting head.

NF reported on a letter sent to MP Dominic Raab regarding schools funding. NF responded and will keep heads informed of future correspondence. **Action: NF**

DT informed the meeting of a fundraising foundation established by a family at Claygate School, in memory of a past pupil. The focus is to support pupils who excel at sport but have limited finances to pursue further. DT will circulate details to heads to nominate candidates for the charity. **Action: DT**

BH has been approached by a governor from St Paul's school to say they may like to join the ELT. A new head at St Paul's is due to start. It was agreed BH would invite a representative from St Paul's to join a meeting of the ELT as an observer. **Action: BH**

19 Date of next meeting

Frequency of meetings was discussed and it was agreed they will become termly, rather than half termly. Therefore, the meeting scheduled for 12th June has been cancelled. The date of the next is **Tuesday 18th September, 8.00am at Hinchley Wood Primary School.**

20 Appointment of Chair for next meeting AB to hand over to NF.

The meeting ended at 10.00am