

Peterborough Keys Academies Trust (PKAT)

Minutes of Local Governing Body Meeting – Thursday 26th April 2018 at 7.00pm

Present: Colin Hammond (CH), Kate Trethewy (KT), Jo Fillmore (JF), Seetal Swan (SS), Trecey Cheung (TC), Anne Clayton (AC), Manoj Subudhi (MS), Terry Edwards (TE) – Clerk

Apologies: Trevor Pearce (TP), Lisa Lloyd (LL)

CH welcomed governors to the meeting and reported that the school has now transferred to PKAT. CH reported that Claire Higgins is the Chair of the Trustees for PKAT, Pamela Kilby is the appointed CEO, Matthew Deere, Chief Operations Officer and Deborah Keith the Chief Finance Officer

1. Scheme of Delegation – CH circulated copies of the scheme of Delegation to governors and time was given to read the documents and note the delegated duties to the Local Governing Body
2. Terms of Reference – Governors looked at the Terms of Reference and noted that there was 1 vacancy for a member of staff. It was agreed that KT would ask the three members of staff who were governors if they would like agreed on a governor to join the local governing body and perhaps agree a staff governor as back up. CH looked at the terms of reference as confirmed he was on the board of trustees. **The Declaration needs to be signed and returned to PKAT**
3. Structure and Committees – CH reported that the Local Governing Body would meet in conjunction with the meeting schedule from PKAT. The new structure would not need to have committee's but governors would have delegated responsibilities and feedback at the local governing body meetings. CH will delegate responsibilities to governors but existing Chairs could continue in their roles as below:
 - a. Anne Clayton – Finance/Early Years
 - b. Trevor Pearce – PremisesCH asked that governors would need to come into school and meet with the relevant staff to look at their areas of responsibility. CH reported that a list of questions with prompts would be made available to support governors in their work
4. Meetings – Frequency and Timing – CH reported it would be necessary to have 1 meeting a term, dates to be agreed in advance. CH asked if meetings could be arranged during school times during the afternoons from 1.30 pm onwards. Governors felt that Tuesdays and Fridays were their preferred days. CH reported that there would need to be a Local Governing Body meeting at the end of the summer term, as such governors agreed to have a Governors/Staff BBQ on Monday 16th July to start at 5.00 pm. CH asked if Pamela Kilby and Claire Higgins could be invited
5. Responsibilities – CH will look at the list of Governors responsibilities and feedback
6. MAT – CH reported on the staff appointments
 - a. Pamela Kilbey – CEO 2 days a week
 - b. Matthew Deere - Chief Operations Officer 2 days a week

- c. Deborah Keith - Chief Finance Officer 1 day a week
- d. Martin Fry - Primary Lead
- e. Joanne Rotundo - Company Secretary

7. Link Governor Report – CH thanked AC for her governor visit looking at Early Years and her report. AC gave feedback:

- Intensive support in Early years which has seen a rise in children on target
- Progress needs to be driven by data
- The team are working hard – a skills audit is to be done with Teaching assistants
- Tags to be introduced that children will carry around with them
- Gaps have been identified using Tapestry
- Regular moderation will take place with the MAT

AC will come into school for a further visit after moderation has taken place

8. Pupil Premium Review – KT circulated a summary of the report from the Pupil Premium review carried out by David Turner who is a practising Lead Inspector. Governors went through the strengths and development points. Overall governors acknowledged the progress that Pupil Premium Leaders have completed so far.

9. Budget – TE reported that the first draft of the 3 year budget proposal for PKAT needs to be in by Friday 4th May. CH reported that it will be a light touch budget at this time due to the shortness of time, the budget will be emailed out to all governors for approval on Thursday 3rd May.

10. AOB – CH asked governors if there was any AOB. AC asked about staffing for September. KT reported that 2 members of the teaching staff were leaving to work abroad. 1 candidate had been appointed following interviews and a further Team Leader appointed. KT said a further advert will be posted shortly. CH informed governors that TE will retiring at the end of the summer term. An advert will be placed as soon as the role has been evaluated. KT asked if a governor would be willing to attend permanent exclusion training, explaining that there is a legal process involved in permanently excluding a child. **TC has agreed to attend training on the 2nd May.**

The meeting closed at 8.00 pm