



# Faringdon Academy of Schools

Company Number: 07977368

## Minutes of the Meeting of the Board of Directors

**Thursday 19<sup>th</sup> September 2019 at  
Faringdon Community College, 6.30pm**

Present:

Liz Holmes (LH) Chair  
Rachel Kenyon (RK)  
Jeremy Twynam (JT)  
Louise Warren (LW)  
Duncan Millard (DM) CEO  
Ian Wright (IW)  
Paul Walker (PW)  
Paul Turner (PT)  
Anthony Cook (AC)  
Mark Greenwood (MG)

In attendance:

Anne Lynn (AL) COO  
Alexandra Molton (AM) Clerk

Apologies:

Helen Turner (HT)  
Christine Price-Smith (CPS)

### PROCEDURAL MATTERS

1	Welcome & Apologies	Action
	<p>The meeting opened at 6.37pm. LH welcomed everyone to the meeting and a new academic year. Apologies were noted. Mark Greenwood (MG) has been appointed onto the Board by Members as Trustee and Helen Turner (HT) has been voted onto the Board as Co-opted Director so the Board is now running with only two vacancies. PT has been appointed as a Trustee rather than an Associate Member. It was noted that Louise Warren is resigning from the Board as of the 20<sup>th</sup> October 2019. Member- level preparations have taken place to keep accord with the new Articles of Association. The original model is no longer acceptable to the DfE; except for role of Chair of Trustees, no member will be both a Trustee and a Member of the Board. Introduction of Alex Molton (AM) as Clerk for this meeting. The Board meeting scheduled for 28<sup>th</sup> November will now be held on Thursday 5<sup>th</sup> December 2019. The Member AGM will be follow the meeting to allow Members to receive the accounts. The next Quality of Education committee meeting is now on 14<sup>th</sup> November and the</p>	

Signed:

Date:

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	Resources committee will now meet on the 28 <sup>th</sup> November.	
2	<b>Election of Chair and Vice Chair</b>	
	LH was nominated as Chair again for this year and was very happy to stand. She felt that she could bring to fruition the plans the Trust had made for the Board over the last year and was keen to see progress on these ideas. LH left the room while the Board voted. The Board voted in favour of LH remaining as Chair for another year. IW was nominated as Vice Chair. He was still very passionate about the improvements that can be made for the Trust and the benefits that this can make to teaching and learning across the Academy. IW left the room whilst the Board voted. The Board voted for IW to become Vice Chair for this year.	
3	<b>Notice &amp; Quorum Requirements</b>	
	<i>AoA the Quorum for a meeting of Directors is a minimum of 3. However, with 13 Directors currently appointed the Quorum is 4.</i>  The meeting was quorate.	
4	<b>Declaration of Business/Pecuniary/other Interests</b>	
	No declarations were made.	
5	<b>Accuracy and Approval of minutes from last meeting held on 11<sup>th</sup> July 2019</b>	
	No amendments were suggested. LH signed the minutes as a true and accurate record of the meeting.	
6	<b>Matters arising from 11<sup>th</sup> July 2019 and outstanding from previous minutes.</b>	
	<ul style="list-style-type: none"> <li>• See Action Tracker</li> </ul> LH confirmed that all outstanding actions had been closed down. SV has updated current information from NGA for Scheme of Delegation and the Trust is now working from that document. There are slight amendments to the 18-month objectives plan which has been circulated. A benchmarking activity has been carried out and circulated.	
7	<b>Completion of Pecuniary Interest and skills audit forms</b>	
	<b>Board Action</b> LH asked for all Trustees to ensure a copy of their Declaration of Pecuniary Interests and Skills Audit forms are returned to Siobhan Vinall (SV) as soon as possible.	<b><u>ALL</u></b>
<b>ENSURING ACCOUNTABILITY</b>		
8	<b>Note Scheme of Delegation</b>	
	Amendments have been made and this will be sent out to all LGBs tomorrow. Trustees questioned the terms of the settlement agreement included in the Scheme. AL confirmed that it is unlikely that a settlement amount of £25k would be used if the situation arose. LH confirmed that this level is in accordance with the Academies Financial Handbook. Trustees raised the subject of data protection across the Trust and questioned whether this responsibility has been delegated to an outside source following GDPR.	



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	AL confirmed that the Trust employs an individual who acts as a consultant to investigate issues and report back to the Board or LGBs. Responsibility for all data for the Trust central team lies with DM and AL is Data Officer for the Trust.	
9	<b>Trust Committees Roles &amp; Responsibilities</b>	
	<p>The Board discussed the roles at the meeting and agreed that Trustees would take on the following roles:</p> <ul style="list-style-type: none"> <li>- Quality of Education: PT, PW, CPS, LW, HT and RK.</li> <li>- Resources: AC, DM, JT, IW and MG.</li> <li>- GDPR Trustee: JT was the GDPR link governor last year and is happy to continue this year.</li> <li>- Safeguarding Trustee: HT</li> <li>- PP/SEND: PW.</li> <li>- Risk Management Trustee: MG</li> </ul> <p><b>Board Action</b> LH will bring back to the Board any roles which are not yet filled.</p> <p>The Board agreed to take responsibility as school link Trustees across the Academy as follows:</p> <ul style="list-style-type: none"> <li>- Longcot and Fernham: PT</li> <li>- John Blandy: JT</li> <li>- Faringdon Community College: IW</li> <li>- Faringdon Infant School: PW</li> <li>- Shrivenham: MG</li> <li>- Buckland: CPS</li> <li>- Watchfield: AQ</li> <li>- Faringdon Junior School: HT</li> </ul> <p>Trustees asked what the role of school link Trustee involves and what the Trustee visit could do to benefit the school. LW confirmed that the Trustees could be helpful to their school by learning about the priorities of the school and helping to build a stronger relationship with the Trust. LH suggested that the Trustees could complete a pro forma on their school visit which would be circulated to the Board.</p> <p><b>Board Action</b> LH to bring forward and circulate a visit pro forma.</p>	LH
10	<b>Performance and Standards</b>	
	<p>LW provided a paper for the meeting detailing results in Early Years, Phonics, KS1, KS2, GCSE and A-Level across the Academy. LW asked for any questions to be sent through to PT to be looked at by the Quality of Education Committee.</p> <p>Across the schools the impact of mobility is noticeable and this has an effect on the data. LH asked if those from SHR were transfers from our schools or outside of our</p>	



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area and LW confirmed that they were new to the Trust.

### Early Years

Overall the results were pleasing, with the Trust as a whole gaining results 3% above the national average, however this was 3% below the target for the Trust. FIS, SHR and JBL came out slightly below the national average but WAT, L&F and BUC all achieved well over the national average which pushed the overall results up.

### Y1 Phonics

Watchfield results are significantly below target and expected national level and they have dipped significantly. Figures do include the high numbers of EAL children within the cohort. There are concerns about WAT, whose results were 35% under the national average.

**ELT Actions** The Read Write Inc. scheme will be introduced to try and tackle the issues in Y1 phonics provision. Sally Robins FIS Headteacher will help to introduce this as she has experience with the scheme.

The Rapid Improvement Plan will be monitored by Quality of Education Committee (QEC)

Trustees reiterated that the EAL issue does have an effect on the data.

Trustees questioned how the targets are set in each Key Stage for each school; LW confirmed this is based on historical data and WAT had set their targets high intentionally to try and achieve an aspirational result based on national standards. Trustees agreed that targets need to be both realistic and reflect the cohort for each school.

Trustees questioned whether the Trust is adding appropriate resources into the school to help to alleviate these issues.

LW felt that the extra teaching assistants and the new Read Write Inc. Scheme would benefit the children.

Trustees noted that as some children only attend formal school for a year at WAT this creates challenges in teaching them phonics to national standard levels using conventional methods.

FIS, SHR and JBL again achieved a little under the national average for Y1 phonics but L&F and BUC achieved well above the average so this helped to increase the average across the Trust. Watchfield results will take the Trust as a whole to 3% below the national average.

**Board Action** Watchfield Rapid Improvement Plan to be monitored by Quality of Education Committee (QEC)

PT/LW



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### KS1

Overall the results for the whole of KS1 were pleasing, with several schools reporting results well above the national average in Reading, Writing and Maths. BUC and L&F did particularly well, with combined results in Reading, Writing and Maths of 21% and 24% above national average.

SHR and WAT showed combined results of 10% below their target for combined results, although JBL still achieved 8% above national average results which was pleasing. The Trust as a whole reported combined results in Reading, Writing and Maths which were 7% above the national average.

There were several schools where targets were not achieved for those pupils working at 'greater depth'. In particular JBL and WAT did not achieve their targets for 'greater depth', with results below in year target in Reading and Writing at JBL and Reading, Writing and Maths at WAT.

Trustees questioned whether pupils achieving a level of 'greater depth' would be a focus across the Trust for this year; LW confirmed that this will not be the case in Writing but would this would be a focus in Reading and Maths this year.

**Board Action** progress of reading and maths in the strategic plan and to be monitored by QEC.

PT/LW

### KS2

KS2 showed results across the Trust being above national standards with the exception of reading at greater depth which was 2% below. Of particular concern was FJS, which showed results of 14% below the national average in pupils achieving the expected standard in Reading.

BUC, SHR and WAT also achieved results below their target in KS2 Reading, but these were still above the national average.

**FJS identified actions** A plan is in place for Reading as their results for last year were below what they expected and they will be putting particular focus on Reading this year. Progress to be monitored by QEC.

SPAG results were good, with almost all schools reporting results in pupils working at 'greater depth' well above the national average. The Trust overall achieved combined results in Reading, Writing and Maths 4% below the target, but 15% above the national average, which was excellent.

The Trust's schools as a whole showed reasonable progress results compared to national standards. There are some cohort-specific reasons for dips in levels of progress between KS1 and KS2. There has also been a cut in resources available particularly TA's who can run extra sessions and there are many EHCPs in place across the Trust. Trust schools continue to set targets in accordance with the top 20% of the country to be aspirational and to remain motivational for staff.



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**ELT Action** Progress conversations will be had with Heads over the next few weeks regarding targets, particularly in Reading, which is key to the new curriculum. In Maths more tasks in reasoning are needed across the schools to get children to the greater depth standard.

Trustees asked which trust schools are due an Ofsted Inspection - L&F is likely to receive (although it is currently outstanding) the next Ofsted visit and then WAT.

### GCSE

FCC is very pleased with their GCSE results for this year; up from 0.16 to 0.21 which should put the school into an 'above average' category. Across the cohort the average attainment grade was 5.86, which is above the expected level of 5. Results in English were particularly high this year, with 81% of pupils achieving level 9 to 4. Across the school results were up for pupils achieving higher levels.

**FCC identified actions** There will be a focus on targeting those pupils who are expected to achieve level 3 / 4.

Results of Pupil Premium students indicate that 7/20 showed significant progress, although overall, they achieved below expected levels, with results significantly brought down by some outliers in the cohort. This continues to be a focus for the school.

**ELT Action** Helen Cox at FJS is looking at SEND across the Academy and considering new strategies for helping those pupils with extra learning needs.

**Board Action** Impact to be monitored by QEC.

Trustees considered that this is only the 3<sup>rd</sup> year with the new syllabus which creates challenges for teachers in predicting results and progress.

### A-Level

FCC were very pleased with their A-level results, with 27% of pupils achieving a grade A\* or A. FCC recognise they need to work on their A\*-B result which is currently below national levels.

Value added is currently 0.24 but they are awaiting remarks so this should end up higher. All departments had improved their performance from last year, with 7 departments achieving at least 1A\*. Next year FCC is adding Sport and Business Studies BTEC courses to their curriculum offer.

Trustees suggested it would be useful to know about how many children go on to complete Apprenticeships after GCSE or A-Levels; LH confirmed that this data is reported on later in the year.

PT/LW



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	<p><b>Board Action</b> FCC destination report to be added to the agenda.</p> <p>The Duke of Edinburgh Award scheme which was only reintroduced last year has been really successful with 20 Sixth Form students participating in the scheme and a number of Sixth form students achieving Gold.</p> <p>Following a review last year several changes have taken place to the Sixth Form which should show an effect this year.</p> <p><b>FCC identified actions</b> Maths is still an area of focus and Economics is also being particularly focused on.</p> <p>The Board commended all Trust staff for their hard work across the academic year and for many excellent results.</p>	<b>AM</b>
<b>11</b>	<p><b>Agree Trust Attendance Target</b></p>	
	<p>The Board considered national attendance targets; most Trust schools are reaching or exceeding those targets. The Board was pleased to see that levels of attendance across the Trust are so high. The Board noted that attendance at FIS is slightly lower. International families attending WAT affect their attendance levels but this is hard to resolve due to the nature of their cohort.</p> <p>Trustees asked if the excellent attendance results of Buckland and Longcot can be replicated or are they cohort-specific. Trustees agreed that these schools have a smaller cohort and families can be more engaged which helps to drive higher attendance.</p> <p>Attendance policies have been standardised across the Trust so that all Heads are now permitting the same absence and attendance is being managed well across the Trust schools.</p> <p><b>Board Agreed</b> All schools should be meeting at least national attendance targets.</p>	
<b>STRATEGIC MATTERS</b>		
<b>12</b>	<p>Faringdon Academy of School Strategic Aims</p> <ul style="list-style-type: none"> <li>• Note approval of Trust Action Plan 2019/20             <ul style="list-style-type: none"> <li>- Monitoring proposals</li> <li>- Key Performance Indicator</li> </ul> </li> </ul> <p>Operational structures</p>	
	<p>Some small amendments have taken place and the updated document has been circulated. These strategic targets will feed into staff appraisals this year.</p> <p><b>ELT Action</b> The Central team will create action plans for each priority and monitor progress, providing updates to the Board at the January and May Board meetings.</p> <p><b>Board Action</b> Reporting points to be added to future agendas</p>	<b>AM</b>

	<p>Trustees challenged whether all of the items included needed to be carried out within 18 months or if there are too many priorities within this timeframe.</p> <p>Trustees questioned the provision of a pupil mental health wellbeing hub and the implications of this from a Safeguarding point of view.</p> <p>DM confirmed that the aim of this is to provide strategies for mental wellbeing rather than provide support for specific cases.</p> <p>Trustees reiterated that strategic priorities and items on the Risk Register need to be cross-referenced to show that priorities are addressing risks and taking action to mitigate these.</p>	
13	<p><b>Articles of Association and Communications strategy</b></p> <p>Articles of Association have been approved by the Diocese and they are now with the DfE.</p> <p>A Communications Strategy is being looked at by AL and DM and a proposal will be forthcoming.</p> <p><b><u>Adoption of Policies</u></b></p> <p>Trustees were advised new guidance has been issued which will mean several policies now have to be reviewed annually.</p> <p>The Clerk circulated an updated Safeguarding and Child Protection Policy and Discipline Policy in advance of the meeting. The Safeguarding Policy is from OCC and contains all of the necessary details for the Trust.</p> <p>Whistleblowing governors have been introduced; therefore, the Trust needs to designate a Whistleblowing Trustee; <b><u>AC volunteered for this role.</u></b></p> <p><b>Board Agreed</b> To adopt the Safeguarding and Child Protection policy as it stands. The first section needs to be read by Trustees and a record made to confirm this.</p> <p><b>ACTION:</b> Clerk to bring a sign off sheet to the next meeting for Trustees to sign to agree that they have read the relevant section.</p> <p>The Discipline Policy now aligns with the Scheme of Delegation and has been endorsed by our HR Consultant. Trustees agreed to adopt this Policy.</p>	<p><b>ALL</b></p> <p><b>AM</b></p>
14	<p><b>Update on FJS building position</b></p> <p>AL provided an update on the situation and Trustees discussed the issue. See confidential minutes</p>	
15	<p><b>Action Trust Annual Report and update of Risk Register</b></p> <p>Trust Annual Report: LH will delegate appropriate sections to Committee Chairs with the aim of completing a final draft of the Report by the end of October.</p> <p>AL and MG have initiated discussion around revising the Trusts Risk Register and will report back to the board in due course.</p>	



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	<p><b><u>Adoption of current Risk Register</u></b></p> <p>AL proposed accepting the most recently published Risk Register, with MG and AL working to update this through the year.</p> <p><b>Board Agreed</b> to adopt the Risk Register as is on the proviso that it will be updated through the year and reissued if necessary.</p>	<b>MG/AL</b>
16	<b>AOB</b>	
	<p>Trustees asked if it is possible for documents to be sent out by the weekend before the Board meeting to allow time to read and digest the information.</p> <p>Trustees asked if there could be an online drop box for documents to avoid lots of emails being sent out and Wi-Fi to read the documents at the meeting. AL confirmed this is to follow.</p> <p><b>Staffing Update</b></p> <p>Georgina Wintle will be acting Head for the year at WAT as John Quinn left over the summer.</p> <p><b>Central Team staff</b></p> <p>See confidential minutes</p>	
	<p>Date of next meeting: <b>5<sup>th</sup> December 2019</b></p> <p>2019/20 Future Meeting Dates</p> <p><i>Members AGM: 5<sup>th</sup> December 2019</i></p> <p>30<sup>th</sup> January 2020</p> <p>26<sup>th</sup> March 2020</p> <p>21<sup>st</sup> May 2020</p> <p><i>4<sup>th</sup> June 2020 Summer Governors Conference</i></p> <p>9<sup>th</sup> July 2020</p>	

Meeting closed at: 9.35pm

## Appendix I: 2019 Primary Schools' data outcome.

### Early Years – good level of development

2019 Cohort size	FIS 78	Shrivenham 29	Watchfield 53	L&F 20	John Blandy 30	Buckland 15	FAoS
School %	70%	70%	72% With EAL	80%	69%	87%	75%
Target for 2018/19	72%	81%	75%	79%	76%	87%	78%
Difference target to outcome	-2	-11	-3	+1	-7	0	-3
Compared to national (2018 72%)	-2%	-2%	0%	+8%	-3%	+15%	+3%

### Y1 Phonics

2019 Cohort size	FIS 86	Shrivenham 29	Watchfield 59	L&F 21	John Blandy 24	Buckland 18	FAoS
School %	76%	80%	47% With EAL	100%	79%	94%	79%
Target for 2018/19	81%	81%	81%	95%	76%	94%	85%
Difference target to outcome	-5	-1	-34	+5	+3	0	-6
Compared to national (2018 82%)	-6%	-2%	-35%	+18%	-3%	+12%	-3%

National figures 2018

Key stage 1 Cohort number in brackets	Reading		Writing TA		Maths		RWM
	% Expected standard + (National 75%)	% Greater depth (National 26%)	% Expected standard + (National 68%)	% Greater depth (National 16%)	% Expected standard + (National 75%)	% Greater depth (National 22%)	% Expected standard + (National 65%)
Shrivenham (24)	88%	34%	71%	21%	63%	38%	58%
Target for 2018/19 and difference	68% / +20	28% / +6	68% / +3	24% / -3	68% / -5	24% / +14	68% / -10
Compared to national	+13	+8	+3	+5	-12	+16	-7
John Blandy (25)	80%	27%	73%	20%	80%	23%	73%
Target for 2018/19 and difference	83% / -3	34% / -7	80% / -7	24% / -4	87% / -7	23% / 0	83% / -10
Compared to national	+5	+1	+5	+4	+5	+1	+8
Buckland (14)	93%	43%	86%	36%	100%	29%	86%
Target for 2018/19 and difference	93% / 0	36% / +7	86% / 0	21% / +15	100% / 0	36% / -7	86% / 0
Compared to national	+18	+17	+18	+20	+25	+7	+21
FIS (79)	78%	23%	68%	9%	74%	23%	62%
Target for 2018/19 and difference	73% / +5	25% / -2	66% / +2	14% / -5	67% / +7	25% / -2	65% / -3
Compared to national	+3	-3	0	-7	-1	+1	-3
Watchfield (50) With EAL removed	72%	21%	65%	9%	72%	16%	65%
Target for 2018/19 and difference	67% / +5	20% / +1	64% / +1	15% / -6	73% / -1	25% / -9	64% / +1
Compared to national	-3	-5	-3	-7	-3	-6	0
L&F (18)	100%	28%	89%	22%	100%	39%	89%
Target for 2018/19 and difference	94% / +6	25% / +3	94% / -5	25% / -3	94% / +6	25% / +14	94% / -5
Compared to national	+25	+2	+21	+6	+25	+17	+24

FAoS	85%		29%	75%	20%	82%		28%	72%
Target / difference	80% / +5		28% / +1	76% / +1	21% / -1	82% / 0		26% / +2	77% / -5
Compared to national	+10		+3	+7	+4	+7		+6	+7

DRAFT

Key stage 2	Reading		Writing		SPAG		Maths		RWM
	Expected standard+ % (National 75%)	% Greater depth (National 28%)	Expected standard+ % (National 78 % TA)	% Greater depth (National 20%)	Expected standard+ % (National 78 %)	% Greater depth (National 34%)	Expected standard+ % (National 76 %)	% Greater depth (National 24%)	Expected standard+ 64% (National)
Buckland 16	94%	31%	100%	44%	94%	81%	94%	44%	88%
<b>Target for 2018/19 and difference</b>	100%/-6	81%/-50	88%/+12	56% / -12	88% / +6	81% / 0	88% / +6	63% / -19	88% / 0
Compared to national	+19	+3	+22	+24	+16	+47	+18	+20	+24
Shrivenham 26	93%	37%	93%	37%	93%	56%	96%	37%	81%
<b>Target for 2018/19 and difference</b>	88% / +5	50%/-13	92% / +1	46% / -9	92% / +1	50% / +6	88% / +8	43% / -6	88% / -7
Compared to national	+18	+9	+15	+17	+15	+22	+20	+13	+17
FJS 88	61%	23%	77%	19%	77%	40%	81%	19%	60%
<b>Target for 2018/19 and difference</b>	80%/-19	26% / -3	80% / -3	19% / 0	82% / -5	33% / +7	80% / +1	28% / -9	71% / -11
Compared to national	-14	-5	-1	-1	-1	+6	+5	-5	-4
L&F 15	93%	27%	93%	20%	93%	27%	100%	20%	93%
<b>Target for 2018/19 and difference</b>	100%/-7	25%/+2	100%/ -7	25% / -5	100%/ -7	25% / +2	100% / 0	25% / -5	100% / -7
Compared to national	+18	-1	+15	0	+15	-7	+25%	-4	+29
Watchfield 29 With EAL removed	80%	8%	84%	12%	64%	28%	88%	24%	80%
<b>Target for 2018/19 and difference</b>	85%/-5	20% / -12	85% / -1	20% / -8	78%/ -14	15%/+13	85% / +3	20% / +4	75% / +5
Compared to national	+5	-20	+6	-8	-14	-6	+12	0	+16
John Blandy 29	79%	31%	83%	38%	79%	41%	86%	34%	72%
<b>Target for 2018/19 and difference</b>	79%/0	30% / +1	76% / +7	28% / +10	79% / 0	34% / +7	80% / +6	37% / -3	76% / -4
Compared to national	+4	+3	+5	+18	+1	+7	+10	+10	+8
FAoS <b>Target / difference</b>	83% 89% /-6	26% 39% / -13	88% 87% / +1	28% 32% / -4	83% 87% / -4	46% 40% / +6	91% 87% / +4	30% 36% / -6	79% 83% / -4

Compared to national	+8	-2	+10	+8	+5	+12	+15	+6	+15
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Progress	Reading	Writing	Maths
Buckland	0.1	1.6	0.3
FJS	-1.8	-0.1	0.1
John Blandy	0.2	0.4	-0.2
Longcot	-0.2	-0.3	-0.1
Shrivenham	-0.2	-1.5	-0.4
Watchfield	-0.1	-1.6	0.1

#### National Percentile distribution

	Reading	Writing	Maths
Top 5%	4.1+	3.3+	3.9+
Next 20%	1.7 - 4.0	1.5 - 3.2	1.6 - 3.8
Next 15%	0.7 - 1.6	0.7 - 1.4	0.6 - 1.5
Mid 20%	-0.4 to 0.6	-0.3 to 0.6	-0.5 - 0.5
Next 15%	-1.4 to -0.5	-1.1 to -0.4	-1.5 to -0.6
Next 20%	-3.6 to -1.5	-3.4 to -1.2	-3.9 - -1.6
Bottom 5%	-3.7 and below	-3.5 and below	-4.0 and below