

Cooperative Education East

Leadership and Management Challenge Group Meeting – Thursday January 18, 2018 – 6pm

Present:

Jackie Bailey-Tufts (JBT), David Clover (DC), Emily Husbands (EH), Lisa Heath (LH) Paul Seeman (PS), Mark Merrywest (MM), Jenny Gill (JG), Ceri Owen (CO)

Apologies:

Chris Herries (CH), Sue Marsham (SM)

Purpose of Challenge Group

MM advised that the aim of these groups was to ensure a level of governance below the Trustees Board. This Challenge group would look specifically at Leadership and Management (L&M).

Purpose of this meeting it to meet each other and agree the terms of reference once the Chair has been appointed.

Introductions made.

Appointment of Chair

MM confirmed that the Chair would run the challenge group meetings, with Sam/Ali organising them after the current meeting. The reports reviewed at the meetings would be generated by the Head Teachers of the three schools.

CO nominated JG as Chair. DC seconded. All agreed appointment of JG as Chair of Leadership and Management Challenge Group.

MM advised that there could be Deputy Chair, but given the current size of the group, it may be better to rearrange meetings that JG cannot attend, bearing in mind the availability of Head Teachers.

Terms of Reference

JG confirmed if all were familiar with the Terms of Reference circulated.

PS asked for clarification regarding the Risk Register. MM advised that the Risk Register was relevant to both the Finance Challenge Group and this Challenge Group (for example if there was an issue with staff recruitment). This group would deal with how to mitigate the factors. It will be reviewed at next meeting.

The Management-related Data was discussed. This would be the headline figures, not the teaching and learning or pupil breakdown data. This group would act as a catch for all the overall data, which may be reviewed in more detail in other Challenge Groups.

JG queried with LH, EH and PS if they were producing reports for this Challenge Group in the same format. PS has drafted a suggested agenda for future meetings, with suggestions for the information which the Head Teachers should be reporting.

It was agreed that a consistent Head Teachers report would be preferable. ASP dashboard, showing teaching and learning data is available online (although possibly a term out of date). The other Challenge Groups will drill down into that data, but the L&M Challenge group will have overviews and can ask questions of the other Challenge Group. This could be done through meetings or email.

JG said that this group should be seen as at the top of a triangle.

DC mentioned that previous discussions has talked about one document to be produced by the Head Teachers, but presented to the different challenge groups.

JG asked if the reports are different at the moment. PS, LH and EH confirmed that they are slightly but are some overlaps. PS said he would prefer one report.

JG, raised point b) on the proposed Terms of Reference. MM advised that each school still needs to have a safe-guarding governor who reports to JG as the safe-guarding trustee.

Karen Freeman at Thompson is the safe-guarding governor. JG asked if she should be coming to these meetings, or could JBT be additional safe-guarding governor for Thompson as she is already representing Thompson on the L&M Challenge Group.

JG is happy to have her photo and details displayed at Bunwell, or this could be DC.

Point c) on Terms Reference (Personnel) it was agreed that this area would overlap with other Challenge Groups.

PS said that it would make sense for the Business Manager to be invited to join this group once appointed. MM agreed if the agenda items were applicable.

Point d) - Key Targets agreed by Board Members – MM advised that this should be changed from Board Members to Trustees.

ACTION: Amend terms of reference as noted above.

Need to add JBT to membership list and Head Teachers.

Next meeting is due to be at Thompson Primary. SM is the chair of Thompson governors.

Note that Head Teachers do not have voting rights. Chair has casting vote.

Appointment of Chair needs to be officially approved by the Trust, as it has been nominated by this Challenge Group. Technically the Trustee Board can still override the decisions of this Challenge Group, but Trustees are well represented on this group anyway.

ACTION: JG to add to next Trustees Meeting agenda.

Future Meetings

Discussions had about timing of future meetings and where they sit within the term. JG suggested this should be the last Challenge Group meeting of the three (ie. after the Finance and Learning and Teaching Challenge Groups meet). PS said it would be much better to have two of the Challenge

Group meetings in one week (L&T and Finance), and a week on Monday afterwards for the L&M. Minutes from the L&T and Finance may not be available, but updates from those meetings could be given verbally to the L&M meeting.

MM suggested that minutes from L&T and Finance meetings could state specifically action points for the L&M agenda.

MM advised that Finance meeting is on the 25th April 2018, and suggested Tuesday 8th May 2018 for next L&M Challenge Group.

PS asked if they could be day-time. MM advised that SM would rather do days and that CH could do days possibly? Mornings would be preferable.

Group agreed next L&M Challenge Group meeting would be at **10am-12pm Tuesday 8 May, 2018.**

PS requested that questions are submitted in advance, if papers are circulated early enough to allow review. LH agreed that this would work well.

DC advised that at Bunwell Primary, the meetings can take place in the staff room.

MM advised that Trustees will meet in June/July.

A September 2018 date for L&M Challenge Group Meeting will be confirmed at the May 2018 meeting.

MM advised that quorum does not include Head Teachers (because of their lack of voting rights).

The Challenge Groups will report to the Trustee Board in terms of accountability. The Responsible Person is JG.

ACTION: MM to check Sam/Ali's availability for 8th May meeting.

Standing Agenda

PS pulled together Standing Agenda Draft, including timings for review. Includes 12 standing points (eg. Safeguarding) which need to be noted at each meeting. Some of the suggested areas may be brought together through the Head Teachers' reports. Some may not be present for certain meetings.

MM advised that Head Teachers should lead on staffing and wellbeing and contractual matters and to bear in mind that this group is strategic in direction, rather than operational. However, MM suggested that this group may need to do some contractual/disciplinary matters, potentially reviewed outside of the meetings.

It was agreed to take item 9 off the agenda.

ACTION: Remove item 9 from standing agenda.

PS raised monitoring undertaking. Suggested that this included single-central record reviews, safeguarding, external monitoring visit reports.

JG suggested agenda item 1 could be covered in the Autumn Term and item 8 could be in Jan/Feb.

JG asked if anything was missing off the agenda.

MM raised policies, and that more may come to the group. Policies will be owned by the Challenge Group, approved, scrutinised and provide oversight. PS said this can be a working document.

JG confirmed that nothing to add from the group to the agenda.

MM said that the Local Governing Body can focus on these things to report back to the Challenge Group in May. However, in meantime, if there are issues (eg. Safeguarding etc.) then we need to confirm who Head Teachers/Parents etc. can come to. This will be JG. DC said that he can shadow SM or JG so he can be contact at Bunwell Primary.

JG asked if there is any training people want.

DC would like to have safeguarding training.

ACTION: JG to arrange safeguarding training with EH and DC.

ACTION: Add changes to GDPR/Data Protection Law to agenda in May.

No other business.

JG Closed Meeting.