

AGM Minutes: Members and Directors
20 December 2019 8am

Attendees : Mr P Lovern (PL) (Executive Head), Rev S Davis (SD) (Member), Mr C Hopkins (CHo) (Chair of Members), Mr D Grewer (DG) (Member), Mrs H Bowman (HB) (Chair of Directors), Mrs S Cockayne (SC) (Director), Mr P Halifax (PH) (Vice-Chair of Directors), Mrs M Havelock-Crozier (MHC) (Vice-Chair of Directors), Mrs A Hodgson (AHod) (Director of Business Operations), Mrs C Humphries (CH) (Director), Mrs J Smith (JS) (Director)

Clerk: Mrs A Howard (AH)

RC: Richard Crosse

SM: St Mary's

HP: Howard Primary

AS: Anson School

TA: Teaching Assistant

SEN: Special Educational Needs

HT: Headteacher

SLT: The Shire Learning Trust

CIF: Condition Improvement Funding

RSC: Regional Schools Commission

1. **Welcome, Prayer** - CHo welcomed everyone to the meeting and SD led the prayer.
2. **Apologies** - Mr C Bradshaw-Smith (CBS) (Director)
3. **Pecuniary Interest** - Members and Directors were reminded that Pecuniary Interest forms should reflect all their business interests and trusteeships; Pecuniary Interest forms were updated accordingly.
4. **Minutes of last meetings** - The minutes of the last Members' and Directors' meeting of 23 October and the strategy meeting of 8 November were agreed as a true copy by Members and Directors and signed; the minutes of the Directors' meeting of 22 November were agreed as a true copy by Directors and signed.
5. **Matters arising** - *Confidential Item*
6. **Directors'/Trustees' Report** - The report had been emailed to Members and Directors before the meeting. PL was pleased to report that the government website showing the league table for multi-academy trust primary schools has TSSMAT in first place for achievement at 90%. Link: https://www.compare-school-performance.service.gov.uk/schools-by-type?step=default&table=mats&hasperfddata=true&hasperfddata=true&for=primary&orderby=KS2.RWMEXP_WGTAVG&orderdir=asc
Members and Directors congratulated PL and his staff and it was agreed that it was particularly good for such small schools to achieve this. AS was not included in this and if it had been, the percentage would have been even higher. PL was advised to publicise this success in local media outlets and it was suggested that the Secretary of State for Education should be invited to visit the school. DG, whilst celebrating this success, pointed to the lower rates of progress; PL said that this is difficult when children achieve particularly well at KS1, but it is something that will be addressed.
Members' challenge: to ensure that progress measures are at a high standard.
Confidential Item

Members and Directors approved the Directors'/Trustees' Report and PL was thanked for this.

7. **Approval of Annual Finance Accounts for the period 1 September 2018 - 31 August 2019** - The Annual Finance Accounts had been emailed to Members and Directors before the meeting. PH informed Members that the Auditors' report was very good, with only a very small number of minor issues. AHod was congratulated on her work and the accounts were formally received and approved.

- **November accounts** - AHod reported that these were £43,900 better than budgeted; this included extra SEN funding of £7,500, a transfer of funds from AS of £17,500, extra Early Years income and donations. Staff costs were £22,000 better than budgeted, with ongoing savings at AS. TA costs were £1,800 better than budgeted, but Before and After School Care Club costs were slightly over. Finance and Administration costs were £4,700 better, and Catering costs were also better. Non-staffing costs were nearly £25,000 more than budgeted; these included AS conversion costs, insurance and ICT costs. HB asked whether there was a development plan for ICT, to plan for writing off IT equipment and purchasing new items. It was agreed that this would be useful; PL advised that new Chromebooks had been bought for TH at a very reasonable cost. The overall surplus of £40,970 was much better than anticipated, but there will be back payments to be made to teachers. PL has claimed for additional days' work in November, but will not make a claim for December. There is a cash flow forecast of £411,000 and the balance sheet shows that that assets are twice as much as liabilities. The new accountancy company will be asked to unpick the balance sheet to make it clearer.
- *Confidential Item*
- **Local Government Pension Scheme - Employer Contributions** - AHod advised that Staffordshire use a stabilised rate, at present 24.2% and rising by 1% each year to 2023. TSSMAT could choose to have schools individually rated, but it was agreed to keep the stabilised rate.
- **Approval of Teacher Grade Rises** - Following Performance Management, PL advised that HTs will move up the incremental scale unless they are already at the top of the scale and teachers will move up the incremental scales accordingly.

AHod was thanked for all her hard work during her time at TSSMAT and given leaving gifts and cards. Members and Directors considered that she had enabled the Trust to move on to a much more stable and clearer financial situation.

8. *Confidential Item*

9. **Directors eligible for re-appointment** - JS's term of appointment is coming to an end and Members approved her re-appointment for a further 4 years, until 20/12/23. PL advised that there is a vacancy for one Member and one Director at present. SD asked about representation on the Board from all schools and PL suggested that a variety of skill-sets is the most important consideration. Once the situation with SLT is resolved, this will be considered further. CH will discuss with CECET (the Lichfield Diocesan Board of Education) about their place on TSSMAT Board.

10. **Any other business** - Members and Directors were invited to the opening of the Art Installation 2.30pm 15 January 2020 at Richard Crosse. PL has been informed that the contribution by TSSMAT to CIF work has been reduced; the Trust contribution for a boiler at TH has been reduced from £44,000 to £17,481 and the work on the roof at SM will now require a contribution of £11,600. Bids have now been put in for this work. A SALIX grant for lighting has already been agreed for work starting in January at RC and has been applied for at SM. MHC reported that a bid had been made to Crossrail for money for SM via the Colton Trust and this had been successful; a donation of £1000 has been given.

CHo on behalf of the Members thanked Directors for their support and contribution to a strong leadership team. The CEO, school leaders and staff were also thanked for their hard work.

Signed..... Date

Colin Hopkins - Chair of Members

Item	Action to be taken	Action by whom	Action by when
5	Provide template letter for accountants.	PH, PL	24.1.20
6	Publicise TSSMAT standing on government website	PL	24.1.20
6	Contact RSC	PL	24.1.20
7	Prepare development plan for ICT	PL/Finance	Summer 2020
9	Discuss place on Board with CECET	CH	6/3/20
10	Opening of Art Installation	Members/Directors	15/1/20