

Documents circulated prior to the meeting	<p><u>CEO joint report</u></p> <ul style="list-style-type: none"> CEO joint report to Directors and FAR 5.7.24.pdf <p><u>Finance management account update</u></p> <p>P9 accounts have been shared - TSSMAT - Period 9 2023-24 Summary (also saved in Directors)</p> <ul style="list-style-type: none"> TSSMAT - Period 9 2023-24 Summary.pdf <p><u>Minutes from Directors meeting 19.4.24</u></p> <ul style="list-style-type: none"> Directors meeting minutes 19.4.24 <p><u>Minutes from FAR meeting 15.3.24</u></p> <ul style="list-style-type: none"> FAR meeting minutes template 15.3.24 <p><u>Budget</u></p> <ul style="list-style-type: none"> TSSMAT Budget 2425.docx
Attendees	<p>Kevin Borg - Chair (KB), Peter Halifax - Chair (PH) Becci Breedon - Director (BB), Jacqui Bowman - Business Manager (JB), Angela Burns - Director (AB), Mel Havelock-Crozier - Director (MHC), Charlene Gethin - CEO (CG) and Shannie Cole - Finance Manager(SCo.)</p> <p>Nic Saint - PA / Clerk (NS) virtual.</p>

Meeting started at 8.00AM.

	Agenda Item Title	Minutes
1	Prayer	KB welcomed all and led the prayer.
2	Apologies	Caroline Humphreis (CH), Charles Bradshaw Smith (CBS), Sue Cockayne (CG / SC in conversations compassionate circumstances to note please Autumn 24)
3	Pecuniary Interest, Statements of Assurance	N/A
4	Minutes from previous meeting Actions from previous meeting	<p>KB declared true and accurate reflection on previous sets of minutes. Signed minutes.</p> <p>CG, to the minute that the business case mid point and final review are saved in the main folder for information if needed.</p> <p>Updated status is detailed in below tables for previous actions.</p>
5	Audit, Finance and Risk Includes Finances, Audits, Estates, facilities and infrastructure (Inc. IT)	<p>Finance</p> <p>SCo led conversation with surplus £ vs budget for P9 accounts. From 1st April The Mease figures are included. Reserves detail discussed.</p> <p>Deficit figures discussed vs budget. Income higher than budget, conversion grant received for All Saints, higher SEN funding for Anson, donations / care club etc discussed.</p> <p>Staffing, Teaching staff over budget, due to unexpected staff movements to upper pay scale. Support staff over budget due to extra hours claimed. Other expenses over budget due to unexpected premises costs, staff related costs due to supply for catering and releasing a member of staff going into the new kitchens. Reserve figures discussed.</p> <p>CIF update, The Howard boiler, more information needed for planning application, detail discussed. Temporary fix confirmed if needed. <i>KB probed for a fit date in summer ideally</i>, CG / SCo discussed detail over the asbestos removal causing the stall along with a delay in planning. <i>PH probed details of boiler further</i>, SCo confirmed local planning permission contests issue. <i>Action KB speak to local parish council for</i></p>

		<p><i>Trust / TH, on behalf of, explain the consequences of the boiler / time scales, work together to support. Asbestos and boiler location and information shared and possible delays involved in relation.</i></p> <p><i>CIF monies and potential issues questioned and discussed, all now aware. Operational elements touched on, Directors commented that they do need to support this as the boiler is important to school ahead of Autumn / Winter.</i></p> <p><i>Outcome from CIF appeal - timescales delayed due to elections. Full year costs updated with new join schools. Year end projection given and cash balance. KPI updated with full year costs and 2 new join schools.</i></p> <p><i>PH asked for %s split to go with / alongside data. SCo confirmed will need to assess parameters for this, to be confirmed.</i></p> <p><i>Budgets, 24/25 surplus discussed, restructure detail also discussed. KB questioned number of new pupil joins, and impact on projected budget? SCo gave detail around this and the positives to the budget. Director questioned around increase of staff and impact, SCo confirmed JW has managed staffing on current model. Deficits discussed per school where applicable.</i></p> <p><i>Grant funding for September is confirmed, based on pupil prediction, fed into 2025 funding. 2026 is based on expected 2025 pupil numbers, detail given on class years, PH questioned if it is an optimistic view, SCo confirmed it is in the middle, fairly confident, gave detail of PAN (pupil admission number.) KB questioned how many numbers were allowed / max, SCo gave detail. Further budget assumptions discussed, next 3 years input, in line with LA budgets. Inflation rate discussed and where to be expected. Entrust advised on energy decrease. Curriculum provisions discussed, maintenance reserves discussed / premises. Management charge split discussed vs the 5%. Director questioned the split of numbers to input and SCo confirmed this and the variables, air on the side of caution.</i></p> <p><i>Pupil numbers intake and decreases discussed. Year end and projected numbers for 24/25 discussed. New school joins, can't include officially in numbers for submitted budget. Confirmed reserves prediction upon joining.</i></p> <p><i>KB questioned premises / management estates costs and how we predict in the budget / review, what oversight do we have? CG confirmed the audit / plan in place, D notices etc confirmed, C notices and broken down into levels etc. SCo gave detail around using CIF bids as a place for funding. KB questioned around reviewing against the plan, SCo confirmed conversation with barkers, CIF process to start earlier, vs deadlines, start in September. Reviews of the final list.</i></p> <p><i>Approval in principle of budget today's meeting, by all Directors, however may need email further approval if changes occur before deadline of August. Directors touched on the communication and thanks to SCo for the work.</i></p> <p><i>Energy approval by all (a small conversation around value etc.) to go with Laser Energy. CBS has played a large part in this as his knowledge, all are happy.</i></p> <p><i>Approved moving to Arbor, St Mary's hall wall divide approved costs, TH PTA costs sensory garden approval, auditors costs (all information was given prior and circulated but sensory garden costs were given on the day.) All 4 approved.</i></p>
6	Risk Management Internal assurance	<p><i>GDPR - JB led conversation with Anson freedom of information request detail given. St Mary's freedom of information request detail given.</i></p> <p><i>CG asked for support from the board on how the funding / costs are given / spread out to pay for this. JB gave detail of capped costs, by ICO.</i></p> <p><i>Director confirmed work out the time / costs / wages, how do we split across, main point is the money vs time taken, do we split by the school represented by the requester, who is requesting the information or across the Trust as a whole. Return of outcome vs the time put in. If requesting freedom of information and this is needed vs is wanted, the money will come from the school / schools affected, this information needs to be put forward to LGC as an open discussion. CG gave detail of what staff had to do to make this happen / actions taken. Directors discussed options and decided that the school where the request came from will pay and then the LGC is to be made aware of this. Threshold and costs with ICO also need to be made visible also. Morally the Trust is open and transparent, we are not detracting however the budget for this work needs to be visible.</i></p>

7	Estates, facilities and infrastructure (Inc. IT) Environmental impact and decarbonisation plans	As discussed above any other detail. Discussion around change to IT learning on recent visit, action JB share slides to Directors, explore idea. IT - detail given of switch to be cloud based, plan discussed, time scales given 2025. IT audits discussed. Business continuity and cyber security audit, company to find. TCAF (if successful) includes 2 audits from EPM. CG gives further detail.
8	Health and Safety	- H&S Risk - none to report, culture of awareness, message to Heads please add minimal. CG to action. <i>KB questioned the process in each school around how / who / when checks happen, CG / SCo gives detail. Elite detail also given. Systems and reports all in place now, link will be on each agenda from Autumn term to the live log with high / med / low risks given.</i> - Parago further information given. CG confirmed all compliance is checked and done. <i>KB questioned Parago usage and check times/ proposed ideas, CG / SCo confirm the communication channels. Directors suggest use the dashboard and test the system. Action SC to show NS Parago system.</i>
9	People Development and Management Includes: Human Resources, Recruitment and Retention, CPD, Capacity and Succession planning, Wellbeing, Partnerships	- Business case details discussed and updated. - Succession planning. CBS - discussion around planning / ideas for future, CBS to attend first meeting as a farewell. <i>KB gave detail of possible recruitment / succession planning. Discussed foundation or non foundation, numbers and detail. CG gave further detail following AGM ½ yearly check in and MD Diocese position and also article of association link / confirmed.</i> - Wellbeing - ensure there is clear communication to staff of where they can go to speak / talk to for support if needed. Pulse report details discussed across each school and reasons behind this, and responses discussed, Head teachers to action where needed. Low completion rate discussed at length, variables. Questions have been asked and answers have been givens, general answers CEO / Heads have the detail, Governors have the detail of this, to ensure it is agenda point on LGC for discussion as when has taken place. <u>CEO report highlights</u> - Attendance data positive, audit positive, actions ready for September. - School reviews exciting to share with The Mease, and SIAMs discussed. RC report was beautiful. Trust is coming out very strong. <i>KB commented behaviour, attitude and culture shone through, living out values, comments from SIAMs, to minute. Strong position, financially, ethically and educationally.</i> - Celebration The Mease, All Saints date in diary. - Leadership and management - growth data given and map shared, potential hubs plan going forward. - Foundations governors, personal conversations to be had. - Union facility fund, detail given. Value union work, to minute. Keep under review. <i>PH gave detail on the complaint meeting scheduled, 18/7. Detail of process discussed and confirmed.</i>
10	Reflection - What have we achieved in this meeting that will improve outcomes for the staff and learners in our Trust?	- Discussed personal / HR - New budgets - FAR / Directors checked off all agendas (time used in 1 meeting) - Staff wellbeing - Processes for support and assurance - Approved balance budget - Approved Mat wide systems for growth - Energy approvals / PTA approvals - H&S scrutiny of how / who / when / monitor going forwards / oversight - Risks assessment - scrutiny
11	Any other business	N/A

The meeting lasted 2 hours and 15 minutes.

Signed..... Date

Actions arising Directors & FAR 5.7.24

Item	Action to be taken	Action by whom	Action by when
5 Audit, Finance and Risk	Action KB speak to parish council for TH, on behalf of, explain the consequences of the boiler / time scales, work together to support	KB	As soon as able
7 Estates, facilities and infrastructure incl. IT	Action discussion of change to IT learning vs traditional, on recent visit, JB share slides to Directors, explore idea.	JB	As soon as able
8 Health & safety / risk	Risk management of H&S - continue culture of awareness, message to Heads please add minimal. CG to action.	CG	As soon as able
8 Health & safety / risk	SC to show NS Parago system.	SC / NS	17th July
6 CEO update (action carried forward Direcs 19.4)	CG action, need to look at running the central team on proposed new model of central team taking into account new join schools, discuss with Directors, ongoing.	CG	Trust development plan on going and beyond
6 CEO update (action carried forward Direcs 19.4)	Long service award, need to talk through and suggest September onwards, checking long service is ongoing. Add to the next FAR meeting.	CG	Discussion needed with CH from a HR perspective for forward planning next FAR meeting
5. Audit, Finance and Risk (action carried forward 15.3 FAR)	IT Action corporate memory of what has been done well, capture. Action StaffsTech / Switchshop, to review and decide due diligence contracts. Action contracts and when they are ending and options going forward.	PH/ JB / IT contractors	Ongoing PH gave detail / Gemini / co pilot if not - all agreed
5. Audit, Finance and Risk (action carried forward 15.3 FAR)	IT PH confirmed action of a yearly review needed. All confirm add to risk register as a regular / annual action	All	Ongoing
5. Audit, Finance and Risk (action carried forward 15.3 FAR)	Cyber security, as a business continuity plan needs to be reviewed and a plan put in place, look into options, it is a priority to do this.	Central / all	Ongoing

Actions arising Directors 19.4.24

Item	Action to be taken	Action by whom	Action by when
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6 CEO update	CG action, need to look at running the central team on proposed new model of central team taking into account new join schools, discuss with Directors, ongoing.	CG	Trust development plan on going and beyond
6 CEO update	Long service award, need to talk through and suggest September onwards, checking long service is ongoing. Add to the next FAR meeting.	CG	Discussion needed with CH from a HR perspective for forward planning next FAR meeting
6 CEO update	<i>CBS led with suggestions for marketing from the Ofsted reports that can be shared, green and gold suggestions.</i> Attainment and profess, Action - table or results on website to pop up, headlines. CG to put on the next CEO report (across all schools results.)	CG	Completed
7 Finance	<i>CBS questioned should we also add the admission / pupil intake in year numbers to the finance report?</i> Also add FTE teacher salary full year (not just up to period xx) to report. To add to report going forward action.	SCo	Completed
8 People / HR management / Business case	SCo to add a split measure to the business case ahead of committees.	SCo	Completed

FAR actions arising 15.3

Item	Action to be taken	Action by whom	Action by when
5d. Audit, Finance and Risk (carried forward from 24.11.23)	KPI action rag rating to be discussed at Directors meeting with management accounts.	CG, Directors	Remove / completed
10. Reflection (carried forward from 24.11.23)	Action - CG to add the financial audit comments and results highlights to the new joining pack as a positive.	CG	Completed
5. Audit, Finance and Risk	Finance / Business case AB questioned for the Directors own understanding is it that SC budgets / scenarios worked up are non negotiable? Head Teachers can opt for their own scenario along with this, after Weds 10th April, business case to be sent to Directors, action.	CG	Completed
5. Audit, Finance and Risk	IT Action corporate memory of what has been done well, capture. Action StaffsTech / Switchshop, to review and decide due diligence contracts. Action contracts and when they are ending and options going forward.	PH/ JB / IT contractors	Ongoing PH gave detail / Gemini / co pilot if not - all agreed

5. Audit, Finance and Risk	IT PH confirmed action of a yearly review needed. All confirm add to risk register as a regular / annual action	All	Ongoing
5. Audit, Finance and Risk	Cyber security, as a business continuity plan needs to be reviewed and a plan put in place, look into options, it is a priority to do this.	Central / all	Ongoing
7. Estates, facilities and infrastructure	Asbestos Directors - complaint or a letter to be written and to keep an audit trail, action for the CG / Directors, learnings to be taken forward.	CG / Directors	Completed Re written asbestos management plan, consolidated, submit wc 8/7
7. Estates, facilities and infrastructure	RC windows, to ensure risk assessment is updated with windows information (around having to hold off on starting work on the D notice windows due to CIF funding, and that health and safety steps have been put in place.)	RC school	Completed
11. AOB	NS to add actions to relevant points arising from previous meeting	NS	Completed (list in table and bold / highlight in relevant agenda point)