

Directors Meeting Minutes
2nd October 2015 8am

Attendees : Mr P Lovern (Executive Head), Mrs H Bowman (Chair of Directors), Mr P Halifax (Vice Chair of Directors), Mrs M Havelock-Crozier (Director), Mrs S Cockayne (Director), Mr G Wood (Director), Mr John Bowman (Member), Mr C Hopkins (Member), Rev S Davies (Member), Mrs L Brown (Business Manager)

1. Apologies - Mr A Farrington (Director), Mrs C Humphries (Director), Mr D Grewer (Member), Rev T Leyland (Member).
2. Pecuniary Interest – Mrs H Bowman (Director) and Mr J Bowman (Member) declared business interest (related by marriage). The appropriate forms had already been completed and were made available for inspection. AH to update register.
3. Minutes from last meeting - The minutes were agreed however it was noted that Caroline Humphries had been missed from the list of attendees. AH to amend.
4. Update to Pay Policy and Pay Structure - As Caroline was unable to attend it was agreed that this item would be moved to the next meeting. Paul explained the brief changes agreed at the last meeting (refer to minutes of 11/09/15).
5. Policies for review – *Safeguarding* - Paul advised the board that the current Safeguarding Policy was in the process of being reviewed and explained that due to the links from this Policy to many others it was quite a big task. Mel offered to look through the policy and pull together a document for staff outlining the main points that should be considered, Gareth offered to do the same for parents. The Directors agreed that Safeguarding was one of the most important areas within the Academy and to ensure that this was continually considered it should become an Agenda item at each meeting. *Howard Care Club Charges* - Paul explained to the board that at present Howard Care Club charges are not in line with those charged at St. Mary's and Richard Crosse. The Directors agreed that to ensure fairness across the schools the charges should be brought in line with the other schools. This would result in changes to charges at Howard (prices have not been increased for some years). The board agreed that parents should be given sufficient notice and the reasons explained i.e. to bring in line with the rest of the academy and to take into account the increase in staff salaries, costs of heat and light etc. It was agreed that this item would be discussed at the April / May meeting when the Charges and Remissions Policy was updated again ready for Sept 16. *Scheme of Delegation* – LB advised the board that whilst the values within the Scheme of Delegation remained unchanged since conversion there were now a number of key returns, responsibilities etc. that should be clearly shown within the MAT's Scheme of Delegation. In addition to this LB reminded the Board that additional purchasing card holders had been set up and these would need to be identified in the Scheme of Delegation. It was agreed that LB should update the Scheme of Delegation and send to the Board prior to the November meeting for approval.
6. Website and School Signs update – The board were shown the design for the signs in the requested silver. Mel suggested that the MAT logo may need to be reduced in size if the individual school badges increased. Paul advised the board that he had been approached by an alternative Website Company who were offering a superior offer compared to the original company. The board looked at a number of websites designed by the company in question and agreed that an order should be placed. It was agreed that based on the advice from the website company the questionnaire to parents (as discussed at the last meeting) would be sent out following the next meeting with the website company.

7. Academy Finance Update – Leanne provided the board with a document outlining the main sources of income, outline staffing costs and other costs associated with the running of the academy. The board were reassured by the healthy carry forward and Leanne said that as she would be submitting the annual budget that was produced prior to conversion (and adjusted to take into the account the change to the accounting period) to the DFE shortly.
8. Paul explained the issues with delivering ICT lessons at Richard Crosse due to the lack of adequate laptops. Leanne also made reference to the fact that the staff workstations were now also very old (some over 10 years). Leanne suggested that staff had laptops as workstations and they could then be used for PPA / home working. Whilst final quotations had been requested Peter gave an indication of the value of the purchases. The board agreed that this should be listed as a priority in the Academy Development Plan and the equipment should be purchased during this academic year.
9. FMGS – Leanne asked the board to look at the FMGS document before the next meeting with a view to her presenting a draft document at the November meeting.
10. Any other business –
 - Holidays - The board agreed that consultation should begin with parents regarding the possibility of changes to holidays / insets. It was agreed that communication would be sent asap and responses would be analysed at the next meeting.
 - Membership, Roles and Responsibilities - Paul ran through the Membership document for the benefit of the Members. It was agreed that the use of the Governors Matrix may be beneficial. Colin gave advice regarding the formulation of LAG's. John gave an overview of the Directors function and initial thoughts around a 'Disciplinary Committee / Appeals Committee' and an overview of the Governance Document. The board agreed that further discussion would need to take place with regards to the finer details of these arrangements and succession planning for Senior Leaders.
 - Members Meeting* - Members to discuss possible meeting dates and advise Leanne / Paul.
 - Appointment of Auditors* - Leanne to obtain quotations from auditors and make available for first Members meeting if possible.

Item	Action to be taken	Action by whom	Action by when
3	Caroline Humphries to be added to list of attendees - minutes 11.09.15	Leanne Brown	03/10/15
4	Review Pay Policy and produce new pay structure	Caroline Humphries	06/11/15
5	Add 'Safeguarding' as a standard Agenda item	Leanne Brown	
	Produce 'Policy Overview' for staff and parents	Mel Havelock - Staff Gareth Wood - Parents	06/11/15
	Agree changes to Howards Care Club fees, update Charges & Remissions Policy and communicate to parents	Leanne Brown	Mid June 16
6	Send questionnaire to parents re Website	Leanne Brown	w.c. 19.10.15

8	Purchase laptops	Leanne Brown / Paul Lovern	Once final quotes are received – ready for new academic year
9	Directors to look at FMGS document	Directors	06.11.15
10	Send Holidays questionnaire to parents Arrange Members meeting dates and advise Leanne Obtain auditors quotations	Leanne Brown Members Leanne Brown	w.c. 19.10.15 Asap By 6.11.15 if possible