

Directors Meeting Minutes 11th September 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 A Farrington (Director), Mrs L Brown (Business Manager), Mr C Dryer (Entrust Academy Accountant)

1. Apologies – None

2. Pecuniary Interest – Peter Halifax confirmed that his company has offered to donate phones for the MAT's new phone system.

3. Document storage arrangements – Leanne explained the use of OneDrive to store Directors Documents and gave a brief overview of the current available documents. Leanne issued each Director with their own Office365 logon.

4. Changes to Teachers Pay & Conditions – Caroline explained changes and rationale behind these and offered to upload additional information to OneDrive. Caroline advised Directors that they need to decide if they wish to apply increases for staff between pay ranges and if teachers on MS6 would move up 1 or 2 points, but reminded Directors that increases should be linked to Performance Management. Directors agreed to stick with current pay structure, applying 1% to current points, but would introduce MS6 a and b. Teachers would reach MS6a and subject to performance move to MS6b. Directors agreed to move to 7 point scale (MS6 a and b).

The County will send a new Pay Policy and request for details of new pay structure shortly. The MAT needs to communicate on any new pay structure to staff and will need to communicate to teachers that it will take an additional year to reach top of Mainscale. May need changes to Pay Policy but could just add new structure. Caroline will review our current Pay Policy and bring it to the next meeting with some suggested amendments.

Paul and Leanne will attend a Pay Policy Update with Caroline next week.

5. Complaints Policy – It was agreed that the Policy adopted in June 2015 (in readiness for Academy conversion) by Governors should be used as the Academy Policy without amendment.

6. Admissions Policy – Paul suggested that there should be no changes to current policies for RC & SM but changes to the criteria for Howard to move 'living in catchment' up. Directors agreed. Policy to be updated on advice from LA and communicated with relevant stakeholders.

7. Pay Policy – Carry forward review to October 2015 to incorporate item 4 agreed.

8. Website – Directors discussed layout and content and viewed a website that Paul particularly liked. Directors suggested a questionnaire to parents to ask what they want to see (3 most important things, options and tick list). Directors agreed that the colour scheme should be silver in line with the minibuses.

9. School Signs – Directors suggested signs should be as minibus colours (silver background)

10. End of Year Staff Event – Directors agreed to contribute a maximum of £20 per head for the staff end of year get together in recognition of their hard work and commitment.

11. Academy Finance – Chris Dryer gave a small presentation regarding the changes to Finance due to Academy conversion and gave out an example of the format of Academy accounts. Directors discussed accruals and prepayments (monthly adjustments), deficit re pensions, the fact that members must appoint auditors. Leanne suggested that she obtained quotes from three companies to take forward to the first Members meeting between October and November. Directors agreed that Members should be invited to the October Directors meeting.

12. Future meeting dates and agenda items – The schedule of dates / agenda items (work in progress) was agreed.

13. Any other business – Directors thanked Paul and Leanne for their hard work during the summer and asked that thanks was extended to the rest of the staff.

PL discussed with Directors the setting of holidays for the Academic Year 2016-2017. It was suggested that all staff attend work from Tuesday 29th August for four days of INSET and the children's school year would start on Monday 4th September 2016. This would enable the schools to be show home ready and all staff would have received training etc in line with school priorities for the new year. Staff and children would be given two weeks holiday at Whitsun. This would help parents and staff take advantage of cheaper holidays. It was decided that HB and PL would examine this further and that the staff would be consulted.

Item	Action to be taken	Action by whom	Action by when
2	Pecuniary Interest Register to be updated	Alison Howard	Mid Oct
4	Review Pay Policy and produce new pay structure	Caroline Humphries	02/10/15
4	Communicate proposed pay structure to staff	Paul Lovern	October
5	Complaints Policy upload to school websites (Leanne to instruct)	Jon Wynn & Shirley Newman	18/09/15
6	Obtain advice from LA re amendments to Admissions Policy due to Academy Conversion and communicate changes to stakeholders	Paul Lovern / Leanne Brown	Mid Oct
7	Add Pay Policy as Agenda Item for next meeting	Leanne Brown	25/09/15
8	Send questionnaire to parents re website	Leanne Brown	Mid Oct
9	Obtain quotations from Auditors	Leanne Brown	Mid Oct
10	Investigate Term Time dates/Consult with staff	Paul Lovern/Heather Bowman	02/10/2015