

Minutes of Directors' Meeting 13 May 2022 8am at Richard Crosse School

Attendees : Mrs C Gethin (CG) (CEO and Director), Mrs H Bowman (HB) (Chair of Directors), Mr C Bradshaw-Smith (CBS) (Director), Mrs A Burns (AB) (Director), Mrs S Cockayne (SC) (Director), Mr P Halifax (PH) (Vice-Chair of Directors), Mrs M Havelock-Crozier (MHC) (Vice-Chair of Directors), Mrs C Humphries (CH) (Director), Ms S Cole (SCo) (Finance Manager), Mrs J Bowman (JBo) (Data Protection Officer, Business Operations Manager)
Clerk: Mrs A Howard (AH)

RC: Richard Crosse
SM: St Mary's
TH: The Howard
AS: Anson School

GAG: General annual income
EY: Early Years
SEN: Special Educational Needs
TCaF: Trust Capacity Fund

1. **Welcome, Prayer** - HB welcomed Directors and CG led the Directors in the prayer.
2. **Apologies** - Apologies were received from Mr K Borg (KB) (Director). AH will update the attendance register.
3. **Pecuniary Interest** - There were no changes declared.
4. **Minutes of last meetings** - The minutes of the Members' and Directors' meeting held on 4.3.22 were agreed as a true copy by Directors. The minutes were signed by HB. Confidential items will be deleted from the public minutes.
5. **CEO Report** - CG's report had been sent out to Directors; the FAR items had already been discussed at the FAR meeting on 6.5.22. With regards to Actions from the meeting on 4.3.22, the school visits have been arranged, PH had sent out a link to set up 2-factor authentication and the quotes for building surveys had been agreed and the building surveys arranged with the chosen company. CG pointed out that much of the report covered the recent White Paper. She advised Directors that the following week a meeting will be held to discuss the proposed new LAG arrangements which will have an impact on the levels of information given to Directors and LAG members. Progress data has been discussed at a meeting between D. Grewer (Member), CG and HB; HTs collect targeted progress data, measuring a child's progress from the start to the end of their primary schooling and case studies are included, e.g. when a child has moved into the school later on, baseline assessments are carried out to establish the child's levels. With regards to Admissions, CG reported that children of a Ukrainian family cannot be offered places at AS as there is already a waiting list; there are places available at schools near to where they are living, but their host family whose children attend AS were anxious for the Ukrainian children to attend AS as well. CG was concerned that this could become a media issue and HB stressed the importance of issuing a written statement rather than speaking to the press; PH added that a request should be made to check what the media plan to publish. CG informed Directors that, with regards to Attendance, the HTs have been targeting certain families and this has improved attendance rates. Moving on to Staffing, CG reported that the MAT has now fully appointed staff, including the new SENDCO. Staff career development has been addressed by moving staff within the Trust and CG considers that there is a strong team of teachers and TAs across the MAT. JBo added that teachers on temporary contracts have had their contracts extended or been offered a permanent position. With regards to Trust Growth, CG advised that one primary school has decided not to join TSSMAT (or any other trust) but was impressed with the presentation by CG and HB; a presentation was also given to a Federation which is still considering their position. CG is involved in Trust-to-Trust work

and is looking forward to the day conference on 20 June; MHC and PH could not commit to attending at present, but CG asked them to let her know so that lunch arrangements could be made.

The meeting about KPIs had gone well and CG thanked AB for her help.

6. **Finance** - SCo reported on Period 8 Management Accounts up to the end of April. These show a surplus of around £19k, ahead of budget by £13k. All schools have a deficit, apart from SM. The out-turn is expected to show a surplus of £28k, £19k ahead of budget. Income has been £79k ahead of budget, including extra Local Authority money, catering and Care Club income. Money was received for Mental Health training. With regards to expenditure, staff costs are £5k under budget and TA costs £21k over budget due to additional hours. Non-staff costs are £72k over budget, but extra income has been received for this. Education resources are £17k over budget, but it is thought that the figure was set too low in the budget as it was based on resources bought during the pandemic. £44k of IT costs have been transferred to capital expenditure. Total reserves currently stand at £286k.

With regards to Cash Flow, the cash balance stood at £374k at the end of April, which SCo considered a healthy balance.

HB thanked SCo for her report and considered that Directors had confidence in the figures presented.

SCo went on to present the 3-year Budget, which overall showed a healthy picture in 2022-23 with a surplus of £102k across the MAT and all schools in a surplus position. The funding statements are based on the October 2021 census; GAG income is showing an increase of £132k. Three SEN children at AS will be moving into school from Nursery and are expected to get funding. Care Club and catering income are based on similar amounts received historically and all staffing changes have been considered. The proposed increase in teachers' starting salaries is included and CH will provide up-to-date information on planned pay increases before the mid-July submission date. Extra has been included in the budget for energy rises; CBS asked about the proposed energy project, but this is additional and has not been included. CBS recommended considering the installation of solar panels to offset energy cost rises. SCo confirmed that specialist sport and music provision are included. £7k per school is included towards planned building work and maintenance. There is provision included for ICT costs to enable a rolling programme of replacements.

The 3-year budget shows a £28k surplus in 2023-24 and a £67k deficit in 2024-25, but SCo stressed that the situation can change and the MAT continues to have a healthy reserve balance.

With regards to capital, SCo reported that £50k of capital reserves has been brought forward to buy pupil Chromebooks and to address building issues, but the overall reserves position of the Trust looks to be healthy over the next three years.

CG thanked SCo for all her hard work, for encouraging the HTs to be more aware of funding issues and for getting the data right.

7. **FAR meeting** - PH briefly reported on the FAR meeting, saying that committee members wanted to emphasise that the MAT was spending money on resources, teaching and support. The meeting had addressed benchmarking, cyber security, the increase in rent for the private Nursery at AS, the purchase of staff Chromebooks and problems with applying for TCaF funding. With reference to the mobile signal at TH, PH has approached O2 to ask about installing a box; CH recommended 1pMobile.
8. **Staffing** - This had been discussed in Item 5.
9. **Premises** - A large branch of a tree has come down at AS and a tree surgeon will be asked to deal with this. CBS offered to recommend a tree surgeon if needed. CG reported that a school kitchen has been given a 5* rating. MHC informed CG that the Colton Trust has money available to give to SM.
10. **Admissions** - This had been discussed in Item 5.
11. **Directors' roles and responsibilities** - CG plans to review the present roles and responsibilities and asked Directors to consider what role they may wish to take on. AB and KB do not have a role assigned to them at the moment. Suggested new roles were Environment and sustainability and

Technology. There will be additional roles for Directors with the new arrangements for the LAGs. AH planned to retire from her role as Clerk from September; Directors expressed their thanks for all her hard work. SCo has looked at agency clerking, but the costs can be very high; the post could be advertised locally and other clerking solutions will be investigated. AH will send a breakdown of her roles and responsibilities to CG and SCo to help with preparing a job description and has offered information and support for the appointee.

CBS advised Directors that he will be stepping down from the Board next year, due to plans for retirement and moving house. MHC asked about the present Directors' term of office and AH will send out a note showing the current position.

11b **Safeguarding** - Nothing to report

12. **Health and Safety** - No further inspections have taken place.

13. **Policy Update** - A new Lettings Policy had been sent to Directors to review. CH had suggested an amendment regarding Safeguarding to JBo and CBS suggested that the full amount be paid at the start, rather than a deposit. It was confirmed that all people letting rooms in school will have Public Liability Insurance.

14. **Data Protection** - JBo informed Directors that no subject access requests had been made. JBo has monitored data protection in the schools and said that it was good, with staff taking the issue more seriously. With regards to the ICO accountability principle, JBo had provided Directors with a link and asked them to read the review.

15. **Any Other Business** - PH reported that wireless quotes were being received, with amounts up to £14k being quoted.

Dates of meetings 2021-2022:

Directors

17th May 2022: Governance meeting with LAG members, 9am at Richard Crosse

17th June 2022 (with Members)

8th July 2022

Members

17th June 2022

LAG

17th May 2022: Governance meeting with LAG members, 9am at Richard Crosse

20th June 2022 (TH)

Signed..... Date

Heather Bowman - Chair of Directors

tem	Action to be taken	Action by whom	Action by when
6	To provide up-to-date information on staff pay increases	CH	Mid-July
6	To address problem of mobile phone signal at TH	SCo/PH	17/6/22
11	To consider role on Board of Directors	CG/Directors	17/6/22
11	Review clerking role	CG/SCo/AH	17/6/22
11	Send note confirming Directors' terms of office	AH	17/6/22
14	Read review of ICO accountability principle	Directors	17/6/22