

**Directors' Meeting Minutes**  
**13 July 2018 8am**

Attendees : Mr P Lovern (PL) (Executive Head), Mrs H Bowman (HB) (Chair of Directors), Mrs S Cockayne (SC) (Director), Mr P Halifax (PH) (Vice-Chair of Directors), Mrs C Humphries (CH) (Director), Mrs A Hodgson (AHod) (Director of Business Operations), Mrs J Smith (JS) (Director), Mr G Wood (GW) (Director).

Clerk to Directors: Mrs A Howard (AH)

RC: Richard Crosse

HT: Headteacher

SM: St Mary's

CIF: Condition Improvement Funding

TH: The Howard

1. **Prayer** - PL started the meeting with a prayer.
2. **Apologies** - Mrs M Havelock-Crozier (MHC) (Director) sent apologies. AH will update the attendance register on the website.
3. **Pecuniary Interest** - There were no changes to pecuniary interest forms.
4. **Minutes of last meetings** - The minutes of the Directors' meeting on 22 June and the Members'/Directors' meeting on 4 July were agreed. Both sets of minutes were reviewed for confidential items and HB signed the minutes.
5. **Finance** - *Confidential Item*  
PL and the HT at TH have agreed to undertake training in the National Forest Teaching School and this will bring in extra revenue. PL has arranged to visit schools this term and the beginning of next term to discuss joining TSSMAT and there was discussion on whether the name of the MAT was putting off some schools who did not consider themselves to be small schools. GW suggested that MAT growth should be an early agenda item for every meeting.  
AHod informed Directors that Salix funding (a government funded scheme to reduce schools' energy costs) is available to upgrade lighting; the interest-free loan will be paid back through cost savings. Directors agreed to this.
6. **DPO Report** - Directors had received the Data Protection Officer's Report; problems have been resolved and training issues have been identified. CH praised the work of the DPO who was thanked for all the effort she has put into training and identifying problems.
7. **Policy Updates** - Policies on Inclusion, Liaison and transition and Advertising had been emailed to Directors and have been reviewed. Directors agreed to ratify these policies.
8. **Health and Safety** - JS has not received the reports from the latest H&S inspections and these will be emailed to her as soon as possible. There was discussion on H&S arrangements for the building work to be undertaken at RC at the start of the autumn term and AHod confirmed that the arrangement with Entrust covered H&S, company risk assessments, DBS checks for building workers; the details of this will be sent to JS.
9. **Safeguarding** - There will be an update on this at the next meeting, but PL advised that Ofsted considered the TSSMAT safeguarding procedures to be robust.
10. **Any Other Business** -  
PH asked whether there had been further discussion at the last meeting on funding the Nursery at TH and it was agreed that finances would be looked at to see whether any contribution could be made by the MAT as the extra classroom was vitally important to the growth of the school.

PH also informed Directors that he would be sending out a draft Newsletter over the summer to which Directors were invited to contribute items; this would be sent out to parents early in the autumn term.

Directors discussed dates for the coming year and it was decided that the schools would close on Friday 19 July rather than Monday 22 July, the justification being the current length of the MAT school day (8.30am start and 3.30pm finish).

HB asked whether Directors could join with TSSMAT inset training week before the start of term and PL recommended Wednesday 29 August as a good day to join the staff training.

Dates for next year's meetings were discussed and PL asked whether Directors wanted a meeting in October. HB thought that there should be a meeting that month to discuss developments in Anson School joining TSSMAT. PH is unable to attend the meeting in September and CH will not be able to attend the September or March meetings.

**Dates of future meetings:**

(Directors' and Members' Meetings are held at Richard Crosse, starting at 8am)

Directors meetings

- 28 September
- 26 October
- 30 November
- 12 December (AGM with Members)
- 11 January 2019
- 8 February
- 15 March
- 10 May
- 14 June
- 12 July

Members meetings

- 10 October
- 12 December (AGM with Directors)
- 6 March
- 3 July

LAG meetings

- 8 October 4pm at RC
- 4 March 4pm at SM
- 1 July 4pm at TH

Signed.....  
Chair of Directors

Date .....

<b>Item</b>	<b>Action to be taken</b>	<b>Action by whom</b>	<b>Action by when</b>
8	Reports on Health and Safety Inspections to be sent to JS	AHod	End of summer term
8	H&S arrangements for onsite work at RC to be sent to JS	AHod	End of summer term
10	Review funding for classroom at TH	PL/AHod/Directors	28/9/18
10	Send contributions for Newsletter	Directors/PH	Start of autumn term
10	Directors invited to attend school inset training at RC	Directors	29/8/18