

**Minutes of Directors' Meeting
16 February 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 A Hodgson (AHod) (Director of Business Operations), Mrs J Smith (JS) (Director) Mr G Wood (GW) (Director)
Clerk: Mrs A Howard (AH)

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

HT: Headteacher
TAC: Team around the Child
CEO: Chief Executive Officer
EHCP: Education, Health and Care Plan
HLTA: Higher Level Teaching Assistant
TA: Teaching Assistant
GDPR: General Data Protection Regulation
CIF: Condition Improvement Funding

1. **Prayer** - PL started the meeting with a prayer.
2. **Apologies** - Mrs M Havelock-Crozier (MHC) (Vice-Chair of Directors), Mrs C Humphries (CH) (Director). AH will update the attendance register.
3. **Pecuniary Interest** - No changes were recorded at the meeting.
4. **Minutes of last meetings** - The minutes of the Directors' meeting held on 19.1.18 were agreed as a true copy; these were signed by HB. Confidential items were identified. Regarding matters arising, HB reported that she had witnessed the behaviour referred to in Item 15; a TAC meeting has been held and staffing changes at TH have been made to ensure the best possible support for this child (see Item 5 below). AH will email HTs to ensure Reports are sent to Directors.
5. **Staffing** - PL talked through the staffing changes at TH: the new HT will start after February half-term and will teach Y1 and Y2 in the mornings. *Confidential item* A new member of staff has been appointed to run Care Club and she will also work as a TA on a temporary contract. A member of staff will take on the cleaning duties on the departure of the caretaker/cleaner. *Confidential item.* GW asked about the extra staffing costs and PL confirmed that there will be some extra money required, but not a great deal.
6. **Trust Growth** - *Confidential item.* PL reported on meetings held with other schools interested in joining the MAT. HB discussed an email received from the Chair of Members regarding other schools and MATs in the diocese; Directors agreed that, although the DfE is encouraging mergers between MATs, they would want to do this on their own terms, with schools they feel confident about.
7. **Finance** - AHod presented the Scheme of Delegation for Directors to review. There have been some minor changes, including some segregation of duties from AHod to the Trust Administrator. The CEO approves all payments; Directors agreed that staff could buy incidental resources up to the value of £20 without prior approval, but the CEO still has to approve reimbursement. The Scheme of Delegation was approved by Directors and the amended scheme will be sent out to them. With regard to the Delegation of Budgets, Directors agreed that from September the individual HTs should manage their own delegated budget to buy and manage the learning resources for their school. The amount will depend on the number of pupils and will enable their decision-making process, linking the resource plan to the school development plan. Resources will still be ordered centrally by TSSMAT and some resources e.g. exercise books will be ordered for the MAT as a

whole. JS asked whether it was necessary to have an exercise book for each subject and PL agreed that this could be reviewed, perhaps having a topic book to cover a number of subjects.

AHod and PL have looked into the suggestion by a Member of a different provider of payroll services and HR, but this proved to be much more expensive. The present payroll provider is improving, however the present contract with the HR provider is due for renewal and it was agreed that another quote should be obtained.

The lease for one minibus is due to finish at the end of April and Directors discussed the different options: continue the lease for one more year on the vehicle, lease a new one on a 5-year contract, buy a new vehicle or use just two minibuses. AHod will look into the amount the minibuses are used and whether a third vehicle is necessary.

Gift Register There had been no additional expenses on gifts.

Business Charge Card GW viewed and signed off the Business Card expenses.

8. **Premises** - The Planning Application for work at RC has been submitted and it is hoped that work will start in the summer. Plans for the new classroom at TH have been done free of charge and a tree surgeon has been consulted. CIF bids have been put in for security and boiler items.
9. **Self-Evaluation (SEF) and School Improvement Plan (SIP)** - PL talked about Self-Evaluation of the three schools, saying that RC was Good to Outstanding, SM was Good with some issues about the end of KS1 data and staffing changes, while TH was improving with the new HT due to start and positive comments from parents at Parents Evening and in the questionnaires. GW emphasised the need for a thorough induction and support for the new HT. PL presented the SEF for TH and Directors discussed the judgements made with regards to Leadership, Teaching and Learning, Behaviour and Welfare, Outcomes and EYFS. Although many judgements were Good, Directors agreed that that some judgements were Requiring Improvement at this stage. It was noted that more money is being put into TH at present by TSSMAT to cover staffing costs, to ensure that improvements are made.

The Directors' role was discussed and it was agreed that Directors should ensure that challenging follow-up questions should be asked at meetings when HTs present their data, but these should be constructive questions. It is important that Directors feel they have a good knowledge of the three schools; PH offered to meet with MHC and the Head of SM to further his knowledge of the school. SC advised that attending LAG meetings was a good way to find out more about the schools. The need to stretch the more able pupils at all three schools was discussed.

PL presented the SIP for TH 2017-2020 and this will be sent to Directors to review. PH suggested adding a note about the very successful workshops for parents which had been held.
10. **Members' Meeting** - It was decided that Directors will attend the Members' Meeting on 7 March and the full Directors' meeting on 16 March will now not take place. However, PH will meet up with AHod on 16 March and Directors are invited to a Working Group on that day to look at the SEF and SIP. Directors reviewed the planned agenda for the Members' meeting and GW suggested that the CEO Report could include the data presentations given by the HTs. PH advised that Power BI was a good tool to use to present reports. MHC and JS will present short reports on Safeguarding and Health and Safety.
11. **Ofsted** - PL advised Directors to be prepared for an Ofsted inspection and PH suggested that once it is known that an Ofsted inspection is coming, Directors should meet up at HB's house to discuss a plan of action. Directors should be aware of documents needed, where they are located etc.
12. **Policy Updates** - PL has updated the Admission Policy with new data.
13. **Health and Safety** - Risk Assessments and Policies are in place. There have been audits at all three schools which have highlighted certain issues and JS will check the actions to be undertaken to remedy these. School security was discussed and JS said staff should be prepared to challenge any stranger in the building. HB asked whether the Whistleblower policy gave details of who to contact, if a member of staff was involved; although it is explicit in the Safeguarding policy that the Chair of Directors should be contacted if the CEO is involved, this should also be made explicit in the Whistleblower policy.

14. **Any Other Business** - PH was informed that the Newsletter had been well received and more details of feedback and donations will be provided at the next meeting.

Dates of next meetings –

(Directors' and Members' Meetings are held at Richard Crosse)

Directors meetings

- 16 March 8am (Working group only: see Item 10)
- 27 April 8am
- 18 May 8am
- 22 June 8am
- 13 July 8am

Members meetings

- 7 March 8am (with Directors: see Item 10)
- 4 July 8am

LAG meetings

- 21 March 4pm at SM
- 4 July 4pm at TH

Signed..... Date

Heather Bowman – Chair of Directors

Item	Action to be taken	Action by whom	Action by when
4	Email HTs to get Reports and send to Directors	AH	7/3/18
7	Send Scheme of Delegation to Directors	AHod	7/3/18
7	Obtain another quote for HR services	AHod	tbc
7	Review use of minibuses	AHod	End April
9	Meeting with Head of SM	PH/MHC	tba
9	Send out SIP to Directors to review	AH	7/3/18
10	To present or send in reports on Safeguarding and Health and Safety	MHC/JS	7/3/18
13	Check H&S actions	JS	7/3/18