

**Directors' Meeting Minutes**  
**18 May 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)

Clerk to Directors: Mrs A Howard (AH)

RC: Richard Crosse

SM: St Mary's

HP: Howard Primary

SEN: Special Educational Needs

H&S: Health and Safety

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) (Director), Mr G Wood (GW) (Director). AH will update the attendance register on the website.
3. **Pecuniary Interest** - There were no changes to pecuniary interest forms.
4. **Minutes of last meeting** - PH had emailed suggestions for the amendment of Item 6 on Finance to reflect the financial situation of TSSMAT and Directors discussed and agreed new wording; the Minutes were then approved. The minutes were reviewed for confidential items.
5. **St Mary's Ofsted Report** - Directors were very pleased with the Inspector's Ofsted report on SM. CH remarked that the report reflected very well on the work of the Headteacher at SM. HB will write to the staff at SM thanking them for all their hard work and will write also to staff at RC and TH thanking them for the support they gave to SM.
6. **Staffing** - PL reported that a teacher is returning to work after maternity leave, but will be leaving at the end of the summer term. The caretaker at RC should be returning to work by the end of term. A teacher at RC will leave at the end of the summer term and a new teacher has been appointed. At TH a new Care Club supervisor has been appointed.
7. **Classes for September** - PL outlined the structure and teachers in place from September, but this may alter before the end of term. There may be some changes in staffing at RC and SM, but TH will retain its stable structure.
8. **Holidays 2019-2020** - PL asked whether Directors wished to consult with parents and staff on the present arrangement of a 2-week holiday at the end of May and four days' inset for staff before the start of the summer term. Directors agreed that it would be best to continue with the present arrangement as there were many positives with this; the Ofsted inspector was impressed with the inset training.
9. **Finance** -  
*Confidential Item*
10. **Registers and Card Expenses** - There have been no changes to the Risk Register. HB signed off the business charge card expenses and gift register.
11. **Premises** - CIF funding for a new boiler at SM has been approved and work will start shortly. Planning permission for the new classroom at RC has been agreed and the work has been put out to tender: 5 companies have been approached, but only one has replied.
12. **MAT Growth** - AHod and PL have been working with the Head and the Business Manager at Anson School and HB and PL have attended a Finance meeting at the school. PL has visited two schools to discuss joining TSSMAT and CH suggested another school which could be interested.
13. **Policy Updates** - The following policies had been emailed to Directors and were reviewed:

Modern Foreign Languages, Design & Technology, PHSE, Sex & Relationships, Marking, EYFS, Capability, Grievance, Dealing with allegations against Staff, Charges & Remissions, Community Cohesion, Drugs, Home School Link, LAC, Missing Child, School Council, Smoking, Supporting pupils with long term medical conditions. HB and CH have sent in comments. Directors agreed to ratify these policies.

14. **Health and Safety** - PL has addressed the issue of the chemicals cupboard at TH. JS asked about the bell on the gate at TH and PL confirmed that this has been replaced. JS asked about the stage lights at RC and will check whether this work has been done. JS will look at TSSMAT H&S policy.
15. **Safeguarding** - PL was pleased with the Ofsted report on Safeguarding at SM as this validated the approach taken by TSSMAT which sees it as a high priority and has embedded it in the culture of the MAT.
16. **Any Other Business** - PL informed Directors that at TH three children have been disapplied from SATs, one in KS1 and two in KS2.

PH is working with AHod on looking at alternatives for the renewal of the contract for the backup of data, as Entrust was much more expensive than other companies.

Directors confirmed that the recent SATs had been administered correctly.

There was a discussion about the make-up of the Board of Directors, particularly in view of the growth of the MAT, and whether a legal adviser should join the Board at some stage.

AH advised Directors that future emails would have to be encrypted to meet GDPR; however PH will look into whether emails within Office 365 are automatically encrypted

It was agreed that, in July, Directors would be invited to attend the Members' meeting on 4 July as the meeting on 13 July would have to be a short meeting due to the Leavers' Service starting at 9.30am.

#### **Dates of future meetings:**

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

##### Directors meetings

22 June 8am

4 July 8am (with Members)

13 July 8am (a short meeting 8-9am as there is Leavers' Service that morning)

##### Members meetings

4 July 8am (Directors invited to this meeting)

##### LAG meetings

4 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>
5	Write to staff at SM on successful Ofsted report and to RC and TH thanking for support	HB	22/6/18
14	Check on stage lights at RC	JS	22/6/18
16	Note changes to meeting dates and times.	All Directors	22/6/18