

Directors' Meeting Minutes 22 June 2018 8am

Attendees : Mr P Lovern (PL) (Executive Head), Mrs S Cockayne (SC) (Director), Mr P Halifax (PH) (Vice-Chair of Directors), Mrs M Havelock-Crozier (MHC) (Director), Mrs C Humphries (CH) (Director), Mrs A Hodgson (AHod) (Director of Business Operations), Mr G Wood (GW) (Director).

Clerk to Directors: Mrs A Howard (AH)

RC: Richard Crosse

SM: St Mary's

TH: The Howard

SCITT: School Centred Initial Teacher Training

NPQ: National Professional Qualification

GDPR: General Data Protection Regulation

CIF: Condition Improvement Funding

NQT: Newly qualified teacher

HT: Headteacher

1. **Prayer** - PL started the meeting with a prayer.
2. **Apologies** - Mrs H Bowman (HB) (Chair of Directors), Mrs J Smith (JS) (Director). PH acted as Chair for the meeting. 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 advised that in Item 14, work on the stage lights at RC rather than TH was required. Directors agreed the change; the Minutes were then approved. The minutes were reviewed for confidential items. PH signed the minutes.
5. **Ofsted** - There was a discussion on the recent Ofsted inspection at TH and Directors were very pleased with the outcome of the inspection. Areas for improvement will be reviewed, but PL and the Directors felt that the inspection outcome confirmed the self-evaluation of TH. They were pleased with the present staffing arrangements at the school and considered that the impact of new staff had proved very effective. The strategic approach taken has been shown to be successful; the Directors recognise the strength of a cohesive team working there. Thanks were given for all the hard work of staff at the school and also to staff from the two other schools in TSSMAT who gave support before the inspection. SC, MHC and HB were also thanked for their contributions to the inspection process.
6. **Staffing** - PL gave an update on staffing. At TH the staffing will be left as it is, with the exception of moving a TA to RC. The HT will support in Class 2 and there will be a student on teaching practice to assist in Class 3. The new Care Club assistant will start work in September. The HT will be using her English skills to support primary schools as part of the National Forest Teaching School, working 10 days per term on this. PL will be working to develop Senior Leaders and Middle Leaders, leading on NPQ courses. It was suggested that this information could be included in the school newsletter, showing the support given by TSSMAT to the National Forest Teaching School and other schools. A number of staff are leaving RC and SM to move on to new posts. A teacher has been appointed at SM who has worked there before and interviews have taken place to appoint NQTs who will require additional time and support. There was a good field of candidates at the interviews and PL recruited another teacher on a temporary maternity leave contract to cover this post later in the year. GW asked about the number of staff in the schools and PL advised that the number was more or less stable. CH agreed that it was important to recruit strategically. PL is working on developing middle leaders.

7. **Finance** -

Finance Report - *Confidential Item*

Budget Options - *Confidential Item* In answer to GW's question, PL confirmed that parental response to giving a donation to school funds had been disappointing, but it was planned to repeat the appeal in September. The PTA at RC is being approached to buy resources, especially for Early Years. AHod was thanked for her presentation.

Confidential Item

8. **Registers and Card Expenses** - There have been no changes to the Risk Register. GW would review the business charge card expenses and gift register at the end of the meeting.
9. **Premises** - Work on a new boiler will start shortly at SM and be completed by September. A CIF bid for funding a new boiler at TH has not been agreed, but an appeal will be made. A company has been awarded the contract to carry out the work at RC and there will be a site meeting on 2 July. Directors discussed property concerns:
At RC, property concerns included windows at the front of School House, the school hall and Class 5, and also the front door.
At SM, concerns discussed were the flat roof, soffit boards and guttering and the kitchen window.
At TH, the CIF bid for funding for heating has failed but the bid will be resubmitted and there are concerns about the perimeter fencing and car parking entry.
10. **MAT Growth** - The Regional Schools Commissioner is involved in discussions regarding Anson School and there will be a meeting of the Headteachers Board on 11 September. Anson hope to join TSSMAT in November, but it may well be later. PL has visited two schools to discuss joining TSSMAT, but not heard further from them; he has also made contact with a Diocesan school which has been graded inadequate and he discussed the possibilities of this school joining the MAT with Directors. Other visits to schools are planned.
11. **Policy Updates** - The following policies had been emailed to Directors and have been reviewed:

Asset disposal & write off, Charge Card scheme of delegation, Charges & Remissions, Debt Recovery, Finance, Investment, Tendering & Procurement, Financial Scheme of Delegation, Art, Music, Sun Safety, Spiritual, Administering Medication, Use of Photographs, Data Protection, Security

Directors agreed to ratify these policies.
12. **Health and Safety** - This will be discussed at the next meeting when JS is present. HB will be asked to sign the Health and Safety Policy.
13. **Safeguarding** - MHC was thanked for all her hard work and support with Safeguarding. PL will be undertaking Level 4 training this month and all staff will be updated on Safeguarding and Prevent during the inset week at the end of August. MHC will book Level 2 training.
14. **Any Other Business** - AH reminded Directors that they were 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. MHC will send a list of dates she will be unavailable next year due to work commitments.
PH informed Directors that a problem had been identified with Entrust who had been charged with the online back-up of data and were found to have failed to monitor this. PH, with AHod and PL, had reduced the amount of data being stored from 4.5 terabytes to 1 terabyte; the data is backed up on the cloud every night, but the servers should also be backed up once or twice a year in case of a fire at one of the schools. The IT support person provided by John Taylor at reasonable cost is leaving this summer and PH suggests that over the summer holidays a replacement for Entrust and a new IT support person are arranged. PH thought the use of Office 365 could be simplified and various IT issues should be reviewed. CH reminded everyone of GDPR requirements and the need for a data protection impact statement.

Dates of future meetings:

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

Directors meetings

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.....

Date

Chair of Directors

Item	Action to be taken	Action by whom	Action by when
7	Ensure nursery at TH and 3-year budget on agenda	PL/AHod/AH	4/7/18
7	<i>Confidential Item</i>	AHod	4/7/18
12	Review Health and Safety Inspections Sign Health and Safety Policy	JS/Directors HB	4/7/18
14	Note changes to meeting dates and times. Send dates of availability for meetings	All Directors MHC	4/7/18 4/7/18
14	Review role of Entrust and IT support officer	PL/AHod/PH	September 2018