

Directors Meeting Minutes 23 June 2017 8am

Attendees : Mr P Lovern (PL) (Executive Head), Mrs H Bowman (HB) (Chair of Directors), Mrs S Cockayne (SC) (Director), Mrs M Havelock-Crozier (MHC) (Director), Mrs A Hodgson (AHod) (Director of Business Operations), Mrs C Humphries (CH) (Director), Mrs J Smith (JS) (Director), Mr G Wood (GW) (Director)
Clerk to Directors: Mrs A Howard (AH)

RC: Richard Crosse
SM: St Mary's
HP: Howard Primary

SEN: Special Educational Needs
EYFS: Early Years and Foundation Studies
TA: Teaching Assistant
HoS: Head(s) of School

1. **Prayer** - PL started the meeting with a prayer.
2. **Apologies** - Mr P Halifax (PH) (Vice-Chair of Directors)
3. **Pecuniary Interest** - There were no changes to pecuniary interest forms.
4. **Minutes of last meetings** - The minutes of 26.5.17 were agreed and were signed by HB. The minutes were reviewed for confidential items. PL confirmed that the VAT repayment had been received. A new member of staff has been appointed to work in EYFS at RC. The staff agreed to pay for school lunches to help balance the budget and the suggestion that Directors should pay for sandwiches provided at meetings was approved. There are now staff codes to use the photocopier which has already made a difference in the number of copies made; MHC suggested that the PTA should also have a code to use and AHod will enable this. The proposed revised staff contracts will be sent out to Directors and CH asked Directors to contact her directly with any queries.
5. **Safeguarding Policy** - PL presented the Safeguarding Policy which he has recently revised to make it a working document which is clearer and easier for staff to use. MHC is named as Director with responsibility for Safeguarding and will meet up with PL on a half-termly basis. CH asked about the Staff Behaviour Policy mentioned in the Safeguarding Policy and she will look at this with PL. The Safeguarding Policy includes the forms for staff to complete, important phone numbers and details of the procedures. JS asked about the time frame for reporting and acting on concerns and also about data protection; she will review the policy for possible amendments to be made. The Policy will be reviewed for approval by Directors at the July meeting.
6. **April Accounts** - AHod reported that these were not yet ready but the April and May accounts will be presented at the July meeting.
7. **Returns** - The end of year certificate for Teachers Pensions has been completed and will be audited on 3 July to ensure compliance. CH asked about Local Government Pensions and AHod will check that the certificate has been completed. The Corporation Tax return will be submitted at the end of August for the last financial year; there is a request from HMRC that the accounts be tagged if appropriate and there may be a cost to comply with this.
8. **Due Diligence** - A letter has been sent to Anson School suggesting a visit by John Bowman and AHod to discuss due diligence aspects and a reply is awaited.
9. **Budget** - *Confidential item.*
10. **Staffing** - A tight staffing structure was planned for the coming year and Directors agreed to provide funding for support for SEN children. The acting Headteacher at HP is settling in well, providing focus and direction, with extra support from PL; HB will liaise with JS to ensure that the present Headteacher who is away on sick leave receives a leaving gift, cards and letter of appreciation.

11. **Parent Concern Update** - Confidential item.

12. **Any other business** - It was agreed that the next meeting should be a joint meeting between Members and Directors and will take place on the new date of Monday 17 July at 8am. AHod reported that the budget should be sent to the EFA towards the end of July.

PL reported that EYFS Moderation had taken place at HP, but some evidence was lacking.

Moderation of KS2 Writing had taken place at HP and RC: at HP the inspector was pleased with the work, which was good given the circumstances, and at RC the work was considered excellent, with 91% working at the expected level and a possible 46% (there are two more pieces to submit) working at greater depth.

The SENCO has submitted a report which will be sent to Directors.

Please note changes in date of future meeting:

Joint Members and Directors meeting

17th July 8am (there will be no meeting for Members on 12 July or Directors on 14 July)

LAG meetings

12th July 4pm

Signed.....

Date

Chair of Directors

Item	Action to be taken	Action by whom	Action by when
4	Send out proposed contract to Directors to read.	CH/Directors	17/7/17
5	Review Safeguarding Policy	Directors/JS	17/7/17
6	Presentation of April/May accounts	AHod	17/7/17
8	Due diligence enquiries	AHod/John Bowman	End summer term
9	Meetings with HoS Prepare Paper of Proposal	CH/MHC CH	17/7/17
10	Arrange presentation of gift to Mrs Hupfield and write letter of thanks	HB/JS	Before end of term
12	Distribute SENCO report	Rebecca Worboys	17/7/17
12	Note change of meeting date; Rebecca to notify Directors and Members	Directors	17/7/17