

## Minutes of Directors' Meeting 24 November 2017 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) (Vice-Chair of Directors), Mrs A Hodgson (AHod) (Director of Business Operations), Mrs C Humphries (CH) (Director), 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

HoS: Head of School

TA: Teaching Assistant

CEO: Chief Executive Officer

KPI: Key Performance Indicator

1. **Prayer** - PL started the meeting with a prayer.
2. **Apologies** - Mrs H Bowman (HB) (Chair of Directors). MHC, Vice-Chair, acted as Chair for the meeting. AH will update the attendance register.
3. **Pecuniary Interest** - Directors confirmed that there were no changes to be recorded.
4. **Minutes of last meetings** - The minutes of the Directors' meeting held on 20.10.17 were agreed as a true copy; these were signed by MHC. PH confirmed that the Directors' Newsletter has been edited and prepared for printing; this will be sent to Directors for final confirmation and go out next week. Confidential items on the Minutes were agreed.
5. **Staffing and HR** - PL advised Directors that there had been a great deal of illness amongst the staff. *Confidential item.* The resignation of the HoS at TH has been notified to parents; it is planned to advertise before Christmas for a new HoS to start at Easter, while the part-time member of staff will take on a temporary full-time teaching position and PL will be acting as HoS until Easter in addition to CEO responsibilities. *Confidential items.*  
CH raised the issue of the new General Data Protection Regulation coming into force in May 2018, with possible fines for those not complying. She recommended having a qualified independent person responsible for data mapping, training staff and reviewing the management of pupil records, deletion of data etc. PL and AHod will undertake training on this in January 2018. PL suggested recruiting a person who could also work in other schools as a traded service. A sub-committee will be set up in the new year to look at this issue.
6. **Trust Growth** - *Confidential item.*
7. **Finance** - Audit Two auditors from Moore Stephens joined the meeting to present the draft accounts and audit findings. They explained that it had been quite a smooth process and they had worked well with the accountant. The audit journals were reviewed, with some items due to timing issues and needing to match up to the period they related to. 4 items related to payroll functions and Directors were aware of problems with this over the previous year. There were adjustments for the Local Government Pension Scheme, professional services and the depreciation charge on land at TH. The audit report was discussed, which, although showing a deficit, also shows that net current assets are over £188,000. There is a small amount of missing information, requiring a change of allocation between restricted and unrestricted funds. There was discussion on the cash flow situation, showing that more was being spent than being received, although there was still

over £229,000 in reserve. It was noted that the school income is 12% down, while costs have gone up 3.5%.

The Auditors informed Directors about the change in supplemental agreements, whereby the Church now claims the land and buildings as their own. These assets have now been de-recognised as TSSMAT assets. It has proved too difficult to estimate the market rent of these assets. The letter from the Auditors was reviewed, together with significant audit findings mentioned above which will be attended to; internal controls and actions on last year's findings were also reviewed. Directors were pleased to note that the regularity assurance enquiries found nothing of significance to note. The Trustees report is nearly finalised and will be sent on Monday. PL informed the Auditors that it is planned to sign off the Trustees report at the meeting of 15 December.

The Auditors asked Directors to be aware of the Academy Accounts Return which has to be filed by 17 January 2018 and requires a large amount of extra information. The Teachers Pension Certificate is to be completed, although the auditors are having difficulty accessing the portal for information.

Outturn AHod gave the Management Accounts Report, showing that the figures were at present slightly better than budgeted. However, staffing costs will be higher due to payment for illness cover and extra Care Club staffing at TH. The appointment of an extra TA at TH on a temporary basis will also increase staffing costs, but was considered necessary by Directors and approved.

Gift Register GW approved and signed the Gift Register.

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

AHod was thanked for all her hard work on the successful Audit.

Directors have been sent a copy of the letter from the ESFA to the Accounting Officer.

8. **Premises** - The plans for the classroom, car park and MUGA at RC have been delayed as the Diocese have rejected some elements of the plan.
9. **Trustees' Report** - This has been sent out to Directors for comment. GW suggested that for one of the KPIs a target of 80% for staffing costs and 17% for non-staffing costs should be set. This was agreed. PL drew the attention of Directors to the success of the Nursery at SM which has 12 children and another 2 children starting after Christmas. Directors noted that RC and SM are at present very strong schools, with an excellent set of results.
10. **Questionnaires** - A sub-committee has looked at the results of the questionnaires, showing that in comparison with similar schools, TSSMAT out-performs on positive responses in all areas. There is a particularly high approval rating from parents and pupils at RC and SM. GW has discussed the responses with John Bowman and recommends that the findings are discussed and acted upon with staff.
11. **Policy Updates** - It is planned to carry out regular policy reviews when the new Trust PA starts work after Christmas.
12. **Health and Safety** - JS has not been informed of any incidents, but drew attention to the occasional late opening of the gate at TH in the mornings which means that pupils and parents are waiting in the street. PL will ensure that this is rectified.
13. **Safeguarding** - PL informed Directors that a pupil has been excluded for a day and a half due to behaviour issues. MHC will discuss this further with PL.
14. **Any Other Business** - There was no other business.

#### **Dates of next meetings –**

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

##### Directors meetings

15 December 8am AGM with Members

19 January 2018 8am

16 February 8am

16 March 8am

27 April 8am

18 May 8am

22 June 8am

13 July 8am

Members meetings

15 December 8am AGM with Members

7 March 8am

4 July 8am

LAG meetings

21 March 4pm at SM

4 July 4pm at TH

Signed.....

Date .....

Heather Bowman – Chair of Directors

<b>Item</b>	<b>Action to be taken</b>	<b>Action by whom</b>	<b>Action by when</b>
4	Approve Directors' Newsletter, print and send out	Directors/PH	1/12/17
5	Address staff illness issues	CH/PL	15/12/17
5	Advertise HoS position at TH; appoint p/t temp TA at TH	PL	End of autumn term
5	Training on Data Protection Set up sub-committee to look at Data Protection issues	PL/AHod Directors	January 2018 19/1/18
6	Confidential item		
7	Provide missing information for audit report, send off Trustees report.	AHod/PL	1/12/17
7	Sign off Trustees Report	Directors and Members	15/12/17
7	File Academy Accounts Return	A Hod	17/1/18
2	Ensure timely opening of gate at TH	PL	27/11/17