

## Directors Meeting Minutes 24 March 2017 8am

Attendees : Mr P Lovern (PL) (Executive Head), Mrs H Bowman (HB) (Chair of Directors), Mrs L Brown (LB) (Business Manager), 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 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

EHT: Executive Head Teacher

SLA: Service Level Agreement

EYFS: Early Years and Foundation Studies

1. **Prayer** - PL started the meeting with a prayer.
2. **Apologies** - There were no apologies.
3. **Pecuniary Interest** - There were no changes to pecuniary interest forms.
4. **Minutes of last meetings** - The minutes of 20.1.17 were agreed as a true copy. HB signed the minutes. Directors commented on how useful and interesting the presentations by the Heads of School were. There were no other matters arising.
5. **Finance** - The Finance Report was presented and discussed.
6. **Budget** - Software for a 5-year budget modeller has been purchased from a company who will come into TSSMAT on 4 April to put the data on and work through the use of the modeller with LB, the newly appointed Director of Business Operations and PL. It was expensive to purchase, but will bring about savings in time and money as Entrust will no longer be used for this.  
LB pointed out that there had been early investments in e.g. IT, the phone system, the budget modeller which would allow for growth, so money had been paid for these which would bring dividends in the future. The appointment of the new Director of Business Operations would bring in useful skills. There are five schools showing an interest in joining TSSMAT: a group of three schools who have asked the EHT and HB to make a presentation to their governing bodies and another school who will be meeting with PL and HB (Directors are invited to attend) on 3 April at RC, starting 7pm.  
Directors voted to set a balanced budget in future.
7. **Risk Conference** - JS had attended a conference arranged by Zurich Insurance on risk and gave Directors information on issues raised. She found the item on People Risks particularly useful, when various scenarios were presented. The main point arising from this was that care should be taken when contracting out, as the school still has a duty of care. She emphasised the importance of prevention in health and safety and that schools should capture evidence as much as possible, either with CCTV cameras or written reports. PL informed Directors that there had been an incident at HP when a member of staff injured her fingers when moving a whiteboard. The MAT PA is co-ordinating Health and Safety for the three schools; there is a premises book in each school and JS will check the online incident log regularly. GW stressed that everyone within TSSMAT is responsible for Health and Safety.
8. **Health and Safety Provider** - Elite Services for Education has been appointed as H&S provider; in the terms of the SLA they will review the Health and Safety policies and risk assessments, do a full audit of H&S arrangements at TSSMAT and arrange 3 site visits to the schools.

9. **Staffing** - The newly appointed Director of Business Operations will start work after the Easter holiday. The janitor at HP has left so at present contracted cleaners and someone to open up the school have been employed on a temporary basis. However a Facilities Manager has now been appointed to clean and act as caretaker at HP but also to provide support for the janitors at the other two schools, carry out water checks and minibus checks, support catering and undertake odd jobs at the three schools.  
With regards to the interviews for Head of School at HP, closing date for applications will be Friday 21 April, with the interview process taking place during the week of 2 May.
10. **St Mary's Nursery Provision** - PL reported that Nursery Status at SM had been approved and the Supplemental Funding Agreement Variation regarding the age range change was signed by HB and would be dealt with by Solicitors. There were six applications for Nursery and a lot of interest had been shown locally. It was suggested that the uniform for Nursery and Reception would be changed to a plain white polo shirt and red sweatshirt; there was discussion on whether Reception children should have the KS1 uniform to differentiate them from Nursery children and PL will discuss this with the EYFS Co-ordinator.
11. **ICT Network** - There is a new broadband system at HP and SM, the new system for RC is expected very shortly. LB will test the new system at RC during the Easter holidays to make sure it works. The phone system is ready and will save time and money in future, with calls being diverted to another school if there is no-one available to answer in the school office.
12. **Facilities** - This had been discussed in Item 9.
13. **HR Update** - CH has been working on contracts and policies. She asked LB to check compliance issues involving IR35 (a new tax rule coming into effect on 6 April affecting the self-employed) and pension returns. LB confirmed that Stoke Council had been contacted to ask for reports on pensions. CH also stressed the importance of safeguarding with reference to personnel files; there will be a conference on office systems which will be attended by the Director of Business Operations and the MAT PA.
14. **Parent Questionnaires** - PL suggested the formation of a working party to look at the questionnaires and discuss the issues raised, before reporting back to the Board of Directors. Results could be compared to those at other schools. SC, MHC, HB and PH expressed an interest in joining the working group and John Bowman will be invited. The date suggested was Monday 15 May at 1.15pm at RC.
15. **Any Other Business** - MHC invited Directors to the Big Breakfast at SM on 1 April.

**Dates of future meetings:**

Directors meetings

28th April 8am	Teaching and Learning
May	Individual meetings
23rd June 8am	Business Functions
14th July 8am	Teaching and Learning

LAG meetings

12th July 4pm

Members meetings

12th July 8am

Signed.....

Date .....

Chair of Directors