

## Minutes of Members' and Directors' Meeting 17 July 2017 8am

Attendees : Mr P Lovern (PL) (Executive Head), Mrs H Bowman (HB) (Chair of Directors), Mr C Hopkins (CHo) (Chair of Members), Mr J Bowman (JB) (Member), Mrs S Cockayne (SC) (Director), Mr P Halifax (PH) (Vice-Chair of Directors), 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: Mrs A Howard (AH)

RC: Richard Crosse  
SM: St Mary's  
TH: The Howard

HLTA: Higher Level Teaching Assistant  
EYFS: Early Years and Foundation Studies  
TA: Teaching Assistant  
AEN: Additional Extra Needs  
HoS: Head(s) of School  
CEO: Chief Executive Officer

1. **Welcome, Prayer** - HB welcomed everyone to the meeting and CH led the prayer.
2. **Apologies** - Mr D Grever (DG) (Member). AH will update the attendance register.
3. **Pecuniary Interest** - Directors and Members confirmed that there were no changes to pecuniary interest declarations.
4. **Minutes of last meetings** - The minutes of the Directors' meeting held on 23.6.17 were agreed as a true copy; these were signed by HB. Regarding matters arising, HB has prepared a letter to send to Pauline Hupfield at TH on behalf of the Directors thanking her for all her work at TH and TSSMAT, but there will be no leaving presentation; GW will also send a personal letter to Mrs Hupfield. Staff contracts have been sent out. AHod confirmed that certificates for Local Government pensions are handled by Stoke Payroll and that the PTA at the three schools now have their own photocopying codes. Confidential items were agreed.  
The minutes of the last Members' meeting on 1.3.17 were agreed by the Members present and signed by CHo.
5. **Finance** - AHod presented the Management Accounts Report showing a projected overspend of £119,597 for the year; this is less than the £199,000 budgeted overspend and, once extra costs have been included, the final overspend is likely to be around £40,000 less than budgeted. JB pointed out that although the finances are not showing a surplus, this is the same situation across schools in the country. *Confidential section*. CH asked about TA arrangements in school and PL explained that some TAs work with specific pupils needing AEN support, some work with small groups and some work in class.  
There was discussion on where extra money could come from. *Confidential section*. PL explained that he has provided training but this does not bring in a great deal of money. It was agreed that some political intervention might change future finances as so many schools are in a difficult situation. TSSMAT must look at the number of pupils and the capacity of the schools; the extra classroom at RC will provide more space but the school already has full capacity in terms of pupils. GW pointed out that an extra 20 pupils were needed to balance the budget. PL said that the MAT costs have been more than anticipated, to cover accountancy and other finance costs, the back

office and CEO costs; JB asked how much the three schools are contributing to this and whether the spending is equal and PL confirmed that the amounts vary according to size of school.

6. **Staffing** - CH asked whether the staffing structure was fit for purpose and PL presented the proposed staffing structure at the three schools with 5 classes at RC, 4 classes at SM and 3 classes at TH and including TA support for specific AEN children in the schools. It was agreed that it would be very difficult to reduce staffing further, particularly when it was important to raise standards at TH. In a letter to parents at RC, PL had included future projections for classing structure. An increase in the number of classes causes problems with staffing and extra costs; however, PL did not want vertical groupings within school. PL reported that no parents had asked to see him after receiving the letter regarding the large KS1 class, nor had any expressed a wish to transfer their child to TH. JB emphasised the need for explaining decisions to parents and marketing in a positive way. CH pointed out that rising staff costs impact on standards in school, but PL was pleased to report that data information for the children rising through the schools is looking very positive.
7. **2017-18 Budget** - PL said that hard decisions had to be made and his aim was to be able to pay staff salaries, ensuring children were safe in school, and set a budget which was almost balanced without making redundancies. HB was unhappy with the lack of accounts during the previous year, but PL said that a deficit budget had been agreed by Directors and the appointment of the new Director of Business Operations had greatly improved financial reporting. There was discussion on the need for marketing of TSSMAT and for increasing the number of schools in TSSMAT, with CHo and JB suggesting schools to contact. PL said that the extra classroom at TH for a Nursery would make an enormous difference, but extra funding was needed; a portacabin would not be approved by the planners. *Confidential section.*
8. **EYFS - St Mary's** - EYFS will be discussed once a term and the EYFS coordinator will present a report for Directors. HB as named Director for Standards will monitor this.
9. **Safeguarding Policy** - This was approved by Directors.
10. **SATs results** - PL briefly presented the SATs results, showing that at KS1 results at TH and RC were at age-related expectation and good, but at SM, due to very high Foundation levels, results were slightly down at KS1. Phonics results were very good this year. At KS2 there has been an improvement on last year. More in-depth analysis of results will be given at the meeting at the end of September.
11. **Dates for next year** - It was agreed that there should be a meeting of Members and Directors on 1 September at 8am to discuss the terms of reference and roles of CEO and HoS, together with preparing the letter to parents. JB will minute the meeting; MHC and AH send apologies.

## **Dates of next meetings –**

### Directors meetings

- 1 September 8am (see above)
- 29 September 8am
- 20 October 8am
- 24 November 8am
- 15 December 8am
- 19 January 2018 8am
- 16 February 8am
- 16 March 8am
- 27 April 8am
- 18 May 8am
- 22 June 8am
- 13 July 8am

Members meetings

1 September 8am (see above)

22 November 8am

7 March 8am

4 July 8am

LAG meetings

tba

12. **Any other business** - MHC and PL reported on the excellent music concert; the school productions had also gone very well. PL gave an update on the building work, he has had a meeting with the architects and Entrust has the contract; there has been discussion on future CIF funding bids. GW confirmed that he has checked the gift register. MHC wished to record her thanks to all the staff involved with teaching her child who is now moving on to secondary school and who has had a brilliant time at SM.

Signed..... Date .....

Colin Hopkins - Chair of Members

Signed..... Date .....

Heather Bowman – Chair of Directors

Item	Action to be taken	Action by whom	Action by when
7	To meet with HoS	HB/PL	End of summer term
11	Note meeting date at beginning of term.	Directors/Members	1/9/17