

**Minutes of Members' and Directors' Meeting  
4 July 2018 8am**

Attendees : Mr P Lovern (PL) (Executive Head), Mrs H Bowman (HB) (Chair of Directors), Mr J Bowman (JB) (Member), Mrs S Cockayne (SC) (Director), Rev S Davis (SD) (Member), Mr D Grewer (DG) (Member), Mrs A Hodgson (AHod) (Director of Business Operations)  
Clerk: Mrs A Howard (AH)

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

CEO: Chief Executive Officer  
HT: Headteacher  
CIF: Condition Improvement Funding  
EHCP: Education, Health and Care Plan

1. **Welcome, Prayer** - SD agreed to chair the meeting and opened the meeting with a prayer.
2. **Apologies** - Mr P Halifax (PH) (Vice-Chair of Directors), Mrs M Havelock-Crozier (MHC) (Vice-Chair of Directors), Mrs C Humphries (CH) (Director), Mrs J Smith (JS) (Director), Mr G Wood (GW) (Director). AH will update the attendance register. Colin Hopkins has resigned from his post at the Diocese and will not now represent the Diocese as Member. Members and Directors congratulated him on his MBE and thanked him for his work as Chair of Members.
3. **Pecuniary Interest** - SD signed the Pecuniary Interest Register for the year with a record of his present interests and other Members and Directors confirmed that there were no changes to pecuniary interest declarations.
4. **Minutes of last meetings** - The minutes of the last Members'/Directors' meeting held on 7.3.18 were agreed as a true copy by Members (these had already been approved by Directors) and were signed by SD. The minutes of the Directors' meeting on 22.6.18 will be reviewed at the next Directors' meeting on 13.7.18, as there were not enough Directors present to be quorate. Confidential items were agreed.
5. **CEO Report - Developments and Priorities:** PL presented his report, saying it had been quite a year with difficulties in staffing and behavioural issues at TH. However the appointment of the HT at TH in February had proved very successful. *Confidential Item*. PL has been working to develop HTs and middle leaders in TSSMAT. PL felt that overall TSSMAT had made huge gains in recruitment and was now in a very good position.

With regard to finance and administration, the audit had gone well and HR, policy updates, the training schedule and website were much improved with work by the administration officer. Ofsted inspectors had commented on the clarity of the website. The administration officer was also developing marketing materials, including packs for new parents. Safeguarding procedures were recognised as robust by Ofsted.

There have been two successful CIF bids, work will start shortly on the new classroom at RC and a new boiler will be installed at SM. The PTAs at all three schools have worked hard to raise money; the Friends of School at TH have raised £41,000 towards a new classroom and the amount raised shows the strength of support for the school. JB asked about the growth of pupil numbers at TH and PL said the number on roll will be maintained next year. A strategy for growth at the school would include having a nursery in the new classroom, as this has proved very successful at SM for raising pupil numbers. SD suggested it was all about marketing and PL intends to send a report to the local press about the recent successful Ofsted inspection.

Priorities for the coming year for TSSMAT are Trust growth, communication, standards, documentation, marketing and Ofsted issues. DG suggested that standards and Ofsted issues should be in the domain of the HTs rather than the CEO. JB commented that in parents' questionnaires, there was a great deal of appreciation at all three schools regarding the HTs. He went on to say that the clear decisive actions taken by the CEO had enabled strategic appointments to be made, backed by the Directors, to change the staffing, particularly at TH. There was now a very strong team in all sectors, but JB challenged the CEO to continue monitoring of staff roles. SD thought the MAT was now developing leaders who were right for their posts in TSSMAT. DG asked whether all the HT were classed as Headteachers or Heads of School and PL confirmed that all three were Headteachers, including at TH where the job description was amended to reflect this. JB asked whether the HTs are confident now in making their own decisions and PL confirmed that he was encouraging them in their decision-making. HB suggested that confidence in decision-making could be an item at the Leadership meeting and DG recommended a more formal record, perhaps once a half-term, written by HTs to show that they are thinking strategically and evaluating their own performance. DG is working one day a term with Middle Leaders and offered to work with HTs if required. Members stressed the importance of having the confidence to admit to mistakes and learning from them. SD asked whether PL had an external reference point, someone to help him develop his role and could act as a sounding board; DG suggested a CEO at a MAT in Wolverhampton who could perhaps take on such a role, perhaps meeting up once a term. It was agreed that Directors will discuss this with PL.

**Members' challenge:** the CEO to encourage the HTs to provide formal evidence of their professional development in the role. The CEO to establish links with a CEO in another MAT to discuss MAT issues.

**Trust Growth:** PL presented his work on Trust Growth to date. He has made two presentations to schools, but these schools have not followed up on this. He has also met with two federated schools and another school who are not at present pursuing Academy status but may approach TSSMAT in future. PL has visited three diocesan schools who are federated, one of which has an issue with the buildings and the land. He has also been in discussion with two more schools and will visit them in September to present to the Board. In addition PL has been trying to get in touch with two more schools and is also looking at schools in Shropshire and Telford and Wrekin. With regards to Anson, this is now in the hands of the Regional Commissioner and the Headteachers Board will meet on 11 September to discuss the viability of Anson joining TSSMAT. At this stage PL is unwilling to approach the Regional Commissioner about other schools, until a decision on Anson is made. SD suggested that the very positive Ofsted comments on TSSMAT should be put into the Anson newsletter for parents to encourage a positive view of joining the MAT. Members appreciated the very full presentation on Trust Growth.

**Ofsted inspections:** Members and Directors were extremely pleased to receive the two very positive reports from Ofsted on the inspections at SM and TH.

## 6. **Finance Report - Confidential Item**

**Members' challenge:** Confidential Item

7. **Premises** - AHod informed the meeting that regarding the CIF bids, the work on-site at RC will start in August, with a planned finish date of 25 January 2019, while the work at SM will take place over the summer holidays. AHod reported that Salix funding provided by a government initiative was being investigated to replace current lighting with lower-energy lighting.

**Members' challenge:** JB asked Directors to ensure that every action will be taken to ensure the safety of pupils while the work is going on and that parents are kept informed.

8. **Advertising** - A policy on advertising had been emailed to Members and Directors advising that advertising materials could be sent out to parents at a cost to the advertiser. This policy was approved.
9. **Appointment to Board** - Rev Ty Leyland has now retired, leaving a vacancy on the Board of Members. PL proposed that Colin Hopkins be approached to replace Rev Leyland as a Member and it was agreed that the Churchwardens and PCC should be consulted on this.
10. **Any other business** - There was no other business. Dates for the coming year were discussed and are given below:

**Dates of meetings 2018– 2019**

Directors meetings

28 September 8am HTs to present  
 30 November 8am  
 12 December 8am (AGM with Members)  
 11 January 8am HTs to present  
 8 February 8am  
 15 March 8am  
 10 May 8am HTs to present  
 14 June 8am  
 12 July 8am

Members meetings

10 October 8am  
 12 December 8am (AGM with Directors)  
 6 March 8am  
 3 July 8am

LAG meetings

8 October 4pm at RC  
 4 March 4pm at SM  
 1 July 4pm at TH

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

Rev Simon Davis - Chair of Members

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>
5	To encourage to provide formal evidence for performance management	PL/HTs	From Autumn 2018
5	To consider linking with CEO of another MAT on a termly basis	PL/Directors	Autumn 2018
6	<i>Confidential Item</i>	Directors	13/7/18
7	To review H&S implications of work on-site at RC	Directors	13/7/18