

<b>Attendees:</b>	<p>Mr Kevin Borg (KB) (Chair / co Chair of Directors)  Mrs Heather Bowman (HB) (Member)  Mr Charles Bradshaw-Smith (CBS) (Member)  Mrs Shanie Cole (SCo) (Finance Manager)  Mrs Charlene Gethin (CG) (CEO and Director)  Mr David Grewer (DG) (Foundation Member)  Mrs Caroline Humphries (CH) (Director)  Mr Peter Halifax (PH) (Chair / co Chair of Directors) - <i>via video link</i>  Revd. Simon Davies (SD) (Member)  Mrs Melanie Havelock-Crozier (Director)  Mrs Becci Breedon (Director)  Mark Davies Lichfield DIOCESE representative - <i>via video link</i>  Mrs Jacqui Bowman (Business Manager)  Mrs Angela Burns (Director)  Miss Nicola Saint (Clerk)</p>
<b>Documents circulated prior to the meeting</b>	<p>CEO AGM report (inc. Chairs report)  AGM Minutes 2023  Audit  Audit clearance memorandum  Trustee report and finance statements  AGM agenda 2024</p>

The meeting started at **8.04 am.** and was declared quorate.

	Agenda Item Title	Minutes
1.	<b>Prayer</b>	The Chair (DG) welcomed everyone to the meeting along with thanking everyone. Revd. Simon Davies led with a prayer. Introductions and further welcomes were made.
2.	<b>Apologies</b>	Sue Cockayne sent apologies, accepted. Michael Metcalfe LDBE apologies also given due to access technical issues.
3.	<b>Membership Appointment/resignation/retirement of Members and Directors</b>	<p>DIOCESE approved CBS as a Member.  Official to minute all in favour for the appointment of CBS.  Welcome CBS formally as a member.</p> <p>Recruitment  4 vacancies at the end of the summer.  CBS has been appointed a Member (leaves a Director vacancy)  KB to leave Director (chair co) in summer.  SC resigned w/c 9/12.  All confirmed recruitment drive needed.</p> <p>Members questioned the recruitment process, CG discussed the detail that has taken place so far, talks with Head Teachers, skill set discussed in detail such as, growth, business management, legal skills set also greatly welcomed.  Capability and locations both equal priority also.  KB suggested if there are any candidates within the LGC, succession planning, bear in mind going forward.  BB questioned the potential of a split role across LGC and Director, MD gave detail of appropriate involvement needed.  Discussion around foundation members, DIOCESE to approve.</p>

		DG discussed representation and the spread across the schools, inclusivity. MD gave further foundation information, any church is acceptable in alliance. CBS commented that advertisements need to showcase the 7 schools and representation across all desired.
4.	<b>Pecuniary Interest and Statements of Assurance</b>	All upto date and noted and any relevant captures have taken place for the meeting today. JB confirmed.
5.	<b>Suitability check of Chair</b>	All confirmed suitability.
6.	<b>Minutes from the last AGM meeting</b>	All agreed on the previous minutes, DG confirmed and signed.  Articles of association, currently sitting with the legal team. MD to chase articles of association action on behalf.  DG meeting with PH / KB, interesting conversation and covered a lot of ground and all agreed to propose a further meeting, really good meeting.
7.	<b>Finance</b>	<p><u>Audited annual accounts presented</u></p> <p>Clean and qualified audit opinion, 1 action discussed. Discussion points finding reports, unspent capital grants, sat in central pot, details discussed, final amount to carry forward. Balance transfer of new schools discussed and impacts. CIF funding discussed, school specifics discussed, values and accounts interest discussed. Pension LGPS details discussed, final accounts position recognised. Income and expenditure discussed details. Net income covered. Year end discussed and positives of this.</p> <p>DG prompted all and official minute to confirm all are happy to accept audit reports 2024.</p> <p>DG expressed and minute thanks to SCo from all members and appreciation shown as to how challenging it is across 7 schools, CBS commented on this personally thanked from all Directors.</p> <p>Discussions around clarification of Trust classifications (small or medium) MAT, CG gave detail of this, classed as medium due to 7 schools. Growth and current position discussed. Capacity and funds discussed, central capacity discussed. DG prompted and led discussion around the school improvement plan, in growth model.... CG discussed further detail, positive change but transition phase. Further discussion continued recommendation for a detailed service provision, potentially split between central and Heads, review at Directors away day, specifically looking at growth estates and strategies. Capacity discussions continued and out look for the future inline with DfE. Continuity discussed. Consolidation phase discussed across 3 new join schools, growth driving now and size and fit to be scoped.</p> <p><u>Reappointment of auditors (for following year)</u> Confirmed and to minute decision for Dains as chosen audit company. Confirmed fresh pair of eyes every 4 years for auditors, all agreed.</p> <p>MD confirmed DIOCESE approach, value for money and quality to be mindful. Action next December 2024 to bring quotes and companies for reappointment 2024 -</p>

		<p>2027 period.</p> <p><u>Approved scheme of delegation and articles of association</u></p>
8.	<b>Chairs report to the board</b>	<p>PH led conversation and noted that all had already discussed finance in auditors discussion.</p> <p>Supporting change of the Head / deputy structure, positives and outcomes discussed. SIAMs and Ofsted, amazing support from all staff, school, LGC, Directors and communities, minute to thank.</p> <p>Detail of estates across the MAT, grants and success rates discussed, de carbonisation discussed, implementations, challenges and improvements.</p> <p>Thankyou to all Directors and commitment, active board and lean on one another.</p> <p>KB commented last years reflections, fabric is strong enough, pupils and school staff all the way through to Directors, team work noted, genuine and authentic.</p> <p>Building of trust between Directors and LGC, really supportive and honoured each others skill sets. Thanks to all.</p> <p>KB commented on curriculum and standards meetings and the positives of these.</p> <p>DG questioned what is the one thing we could do better and consolidate the excellence and sustain? CG confirmed the growth strategy and the away day strategy to discuss, plan and implement, balance and resourcing teams to support plans.</p> <p>CBS discussed positives of the strategic planning and leading and influencing, strength in this.</p> <p>MD commented on local, small schools to work together, offerings of the positives of shared wealth in curriculum and work force and clear information to be presented.</p> <p>DG to minute thanks from members, co chairs and all LGCs and Directors. Excellence taking place, expressed and noted.</p>
9.	<b>CEO report</b>	<p>Conversation started with detail around marketing and potential going forward and positives of this.</p> <p>SIAMS detail discussed, spirituality development, middle leaders discussed, strategy around new join schools, exciting and also training with Bishop Paul, supported common language within spirituality.</p> <p>Trust worship discussed, 7 schools together, positives discussed.</p> <p>Outcomes and standards. Heads working diligently towards targets and school improvements.</p> <p>Ofsted positive results discussed, discussed national picture further.</p> <p>Details in curriculum data discussed. Covid impacts being seen nationally, gap in speech and language discussed. Case studies discussed and resource provisions.</p> <p>Attendance discussed, journey of communication discussed.</p> <p>Financial information touched upon again clean audit from the auditors.</p> <p>Estates, CBS questioned the detail of data for the boiler fix and or replacements that maybe needed in the future. Potential going forward around plans discussed, strategy detail at away day to confirm.</p> <p>MD gave contact of Brian Ball, net zero carbon agenda, trial basis funding potentially linked.</p> <p>Positives of kitchen management, growth discussed and the journey of this, highlights strategic working.</p> <p>CBS to note embracing the options and open minded when needed.</p> <p>IT strategy discussed. PH gave detail on the current situation and plan going forward, work that has taken place with security and cyber point of view, strategic plan going forward. Investment for teaching and learning in the classroom, 3 year plan and resilience of connectivity.</p> <p>Risk registers meeting in 2025 involvement and responsibilities going forward, engagement and risks / measures.</p> <p>KPI document discussed, proud of working to KPI objectives, review the points in 2025.</p> <p>Growth discussed at length.</p> <p>Membership discussed at length.</p> <p>Wellbeing strategy proud of MAT approach, sign posting SAS services and pulse surveys.</p> <p>Safeguarding audits discussed, details of training modules as needed.</p> <p>DG questioned parents and other key stake holders current relationships and any potential improvement needed? CG gave details, schools send surveys and hold the</p>

		direct relationship, overwhelmingly positive. Communication and consultation high on priority and going forward. Examples of community activities that have taken place given. Focus on opportunities and events coming up in 2025. Discussed positive conversations and key benefits to be had in the community. How to approach this and action for next year, articulation of strengths of MAT - for all LGC / Directors to use as a starter conversation. Action away day.
10.	<b>Reflections</b>	Estates - proposals and model for away day. Finances - audit and current period. Exploring of central team / marketing strategies. Away day planning. CIF bids. Curriculum and standards - data. Attendance. Well being. Communication channels with key stakeholders.
11.	<b>AOB</b>	Strategic away day all invited, Friday 7th February, location to be decided / updated invite closer to the time.

Meeting closed with a prayer.  
Meeting closed 9.27AM.

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

#### Action Log for the Directors AGM Meeting 13/12/24

Item	Action to be taken	Action by whom	Action by when
<b>6.Minutes / actions</b>	MD to chase articles of association with solicitors	MD	ASAP
<b>9. CEO report</b>	Focus on opportunities and events up coming 2025 Member, Director and LGC presence across 7 schools	All	2025
<b>9. CEO report</b>	Communication / articulation of strengths of MAT - to support Members, Directors and LGC.	Directors	Feb away day 2025
<b>7. Finance</b>	Quotes for new audit providers for the next 4 year period	SCo	Next AGM 2025