


Minutes of the Directors

26.1.2024,

9AM Away day location/Google Meet

Documents circulated prior to the meeting	<p>Minutes from previous meeting 1.12.23 Working copy of Directors meeting minutes 1.12.23 CONFIDENTIAL Working copy of Directors meeting minutes 1.12.23 Finance - report distributed  CEO joint report to Directors and CAS 26.1.23 and 19.1.24.docx DPO report</p>
Attendees	<p>Charles Bradshaw Smith - Director (via video link google meet) Shanie Cole - Finance Manager (via video link google meet) Jacqui Bowman - Business Manager (via video link google meet), Nicola Saint - Clerk (via video link google meet) Peter Halifax - Director & Chair, Caroline Humphries - Director, Sue Cockayne - Director, Angela Burns - Director, Mel Havelock-Crozier - Director, Becci Breedon - Director, Charlene Gethin - CEO.</p>

	Agenda Item Title	Minutes
1	Prayer	CEO opened with a prayer.
2	Membership	N/A for this meeting.
3	Apologies	Kevin Borg - Director.
4	Pecuniary Interest, Statements of Assurance	N/A for this meeting.
5	Minutes from previous meeting	<p>Chair asked Directors if the previous minutes were agreed to be true, accurate and fair and all agreed to this of the previous minutes. Any actions from the previous meeting (as listed below) are all completed or carried forward, as discussed. Chair requested that any points which are found to be confidential are to be highlighted as so in discussion and minuted in accordance. Approved and signed physical copy.</p>
6	Feedback from curriculum and standards committee and any points from CEO report on Outcomes - School Standards / Teaching and Learning / Curriculum / Quality of education / Attendance / Behaviour and Attitudes / Personal development /	<p><u>CEO report</u> <i>Director led with a question on data from the CEO report around sickness % detail and would like a further explanation. JB confirmed the % is of a number of working days in a term.</i> CG confirmed when the numbers were scrutinised with Heads no concern was raised around sickness for staff. <i>Further questioning continued around staff absence, JB confirmed she is still looking into how the data is processed in the system. JB is progressing ongoing work on possible discrepancy. CG confirmed the data shows % of the Trust time not at school level. Conversation continued and Directors commented if JB can track further and then Directors can decide on what metric is needed and how it is presented. Director confirmed no expectation to duplicate input or time. JB to action.</i> <i>Director questioned the data and its usefulness, is it recognised as solid data? JB confirms it is not a tool as such but information taken from Edu Pay system, CG confirms at Trust level, the need to be able to explain the data (detail behind it) and this can be done.</i></p>

	<p>Christian Distinctiveness / general school context</p>	<p>Wellbeing point raised by CG, detail discussed as listed in the CEO report, Use pulse m survey data to monitor and as a whole report and outcome across the Trust, confirms that Governors use this data to identify any shortfalls, in their meetings, at an earlier point if needed.</p> <p><i>Director questioned absence at school level, CG confirmed Trust is below national figures for absence, gives detail per school and the conversations that CG has had with Heads and the conversations that Heads have now had with families in the community. Detail of communication with parents spoken about in relation to attendance and the impact and importance, aligns with the national goal of improvement.</i></p> <p><u>Standards</u> CG commented on the History mark measure for Ofsted, phenomenal, positive conversation had with all around the detail of this.</p> <p><i>Director conversation continued on to pupils with SEN, positive highlight for the Trust being able to support this but to also acknowledge the challenges that come along with this, supporting EB in role, also to note a good reputation for the Trust as an outcome of this.</i></p> <p>Conversation with all continued, around social and emotional needs in relation to pupils post covid the impacts and challenges faced within schools in the Trust and nationally as a result.</p> <p><u>Growth and future</u> Discussed around a Staffordshire school, CEO meeting details discussed how this has been organic, reached out and the school reciprocated. Positive meeting and the next step is for the school to visit all schools in the Trust. <i>Director commented around the positive size of the named school and scale. Geographically placed well also.</i></p> <p>Discussed around another potential school to join the Trust and the detail behind this, DIOCESE have the final choice of which Trust the school will join. Directors and CG confirmed the Trusts position of locality and steady growth as the focus and the positive message behind this. CEO to reconfirm this message upon any new join enquiries.</p>
7	<p>Finance</p> <p>Relevant CEO sections</p> <p>Risk management</p> <p>Data protection</p>	<p><u>SC led management account update / finance conversation around P4 account</u></p> <p>Budget details discussed up to the end of December, across each school. Prediction for year end result given.</p> <p>Teacher staffing costs detail given along with non staff expenditure and premises / estates costs.</p> <p>Cash flow and healthy projection going forward. SC confirmed a meeting with CBS has taken place regarding high interest accounts and the process of this to be able to go ahead and that the bank will need to contact the Directors separately before going ahead. Ongoing action.</p> <p><i>Director questioned the cost for legal fees for The Mease, SC confirmed she recognised the elements related to The Mease and split this out in the expenditure (isn't costing the Trust.)</i></p> <p><i>Director questioned around year end projection, SC confirmed the position is strong, slight deficit predicted, unless there are any more unexpected costs.</i></p> <p>CIF bid submitted in December, waiting for the outcome in May / June 24. RC windows repair has been put forward for the urgent D notice windows to be completed now, before the CIF bid is paid, suppliers are stripping out unneeded additional costs to be able to go ahead with urgent repairs.</p> <p>DIOCESE email received for RC and Anson, in relation to a decarbinastion project, National framework of a plan to deliver net zero carbon, 200 schools</p>

across the country, Trust must provide plans, 30 or 40 schools then will be selected for a consorting bid, potentially there will be funding available. *Director questioned why RC/Anson have been selected*, SC confirms unsure of the process or why. Hopefully as this progresses more information to be shared with all.

Budget and plan for the 3 year model has taken place to be able to balance the budget. SC confirms 3 year budget detail, year 2 needed to balance, any changes for September costs needed then the process needs to be started now for January 2024. Based on potential funding the Trust may receive based on potential new pupils and current pupil / staff numbers. Options discussed for potential ideas to increase budget.

SC confirms the funding statement is issued in February. Trust may not need to take actions as discussed, but some actions may need to be taken anyway to help build reserves. *Director questioned the impact on school day hours impact on recruitment of pupils and staff*, CG confirms the impact on recruiting new pupils and staff is often the hours, that the Trust school day is longer than national and costs associated with this and the impact. No, in answer, this should not impact new recruits, childcare provision may be put in place as a buffer for careclubs in the short term.

Action - CG to continue to work with Heads regarding proposals for any change, delaying trade union consultation in order to establish more funding information likely to be at the start of March in line with funding agreement. SC notes that The Mease funding has not been taken into account.

CG **action** for the away day, need to look at running costs of the central team on proposed new model of new join schools, discuss with Directors.

Land. The Mease, detail given around this and the next steps from a legal point of view, Parish council looking at taking a Lease from the Trust, need detail of where the liability will lie before legally can take next steps. *Directors question further around security of the land*, CG confirms maintenance upkeep and fencing. *Director questions around the land registry and checking this directly*, confirm as an **action** to do this.

For transparency CG has discussed what is holding up the joining to the Trust.

Quote for the boiler at Anson

Detail behind the costs discussed and reasons behind the preferred choice, Directors approve the chosen supplier.

Trees at Anson

Detail given around this, unsure if tree preservation order in place or not, potential hazard, Anson has not had any costs for this factored in budget, estimated costs given, SC questioned around next steps and are Directors happy to approve costs to go ahead for works.

Director confirms next step is involve the council, tree specialist contact to be passed on to SC to establish if there is a preservation order, then a cost for a report to be submitted to the council, Director confirmed there will be a default in legislation and tree size. All confirmed once this has happened works need to happen for safety.

CG confirms Anson has put in a risk assessment for the area near the tree, SC to check with Anson to confirm this as an **action** that has taken place.

Quote for HR provision quotes, approved and minuted in FAR.

SAS staff absence quote approval from Directors gained, detail given around insurance renewal, 2 new maternity claims to include also.

8	<p>People Development and Management Includes: Human Resources, Recruitment and Retention, CPD, Capacity and Succession planning, Wellbeing, Partnerships</p>	As discussed above.
9	<p>Organisational Development and Management / Vision, Culture Ethos / Christian Distinctiveness / Growth</p>	As discussed above.
10	<p>Leadership Development and management (Leadership and Governance)</p>	As discussed above.
11	<p>Policy Updates</p>	<p>JB confirms just one policy data protection, an additional policy to sit within the policy, ICO template, we do not collect Trade Union data from staff, so Trade Unions is added in but just related to 1 member of staff.</p> <p>Question around practicality or long service award. No upcoming awards to be given. Discuss at FAR - action.</p>
12	<p>Review information / recommendations from LGCs to the board. See CEO report:</p>	<p>NS confirmed no information was put forward to Directors in LGC for SM. Reflection point made in RC LGC which was highlighted for GAG pooling. RC feeling of unease in relation, <i>Director / CG confirmed Trust can not implement the changes at this point. The 5% standard is based on large Trusts, not a fair benchmark at the Trust size as is.</i></p> <p>Anson minutes for reflection or information recommendation to be put forward. TH highlighted a reflection point post LGC via email, with thoughts shared of the potential LGC merge for TH and SM, and a discussion which took place outside of the LGC, CG to discuss further with Directors at away day/ ongoing.</p>
13	<p>Reflection - What have we achieved in this meeting that will improve outcomes for the staff and learners in our Trust?</p>	<p>Attendance scrutiny. Sickness / absences.</p> <p>Wellbeing.</p> <p>Budget review.</p> <p>Finance scrutiny.</p> <p>Health & Safety.</p> <p>Consultation to be delayed discussed in detail.</p> <p>The Mease on hold and time lines / detail discussed.</p> <p>Recommendations from LGC TH/RC to be discussed further Gag pooling and potential LGC merge under Exec Head.</p>
14	<p>Any other business</p>	N/A.

Signed..... Date

Outcome of Actions from 1.12.23

Item	Action to be taken	Action by whom	Action by when
2	Action Mel to confirm if happy to continue as vice chair.	Chair	As soon as able - ongoing
6	Action CG to share RAG high level dashboard for safeguarding. (CG confirms that this is done 6 times a year and CG will share this.)	CG	As soon as able - complete
7	Action SC and Charles work together on bank account rates and to agree a strategy for the MAT, which can then be shared.	SC / Charles	As soon as able - complete
7	Action SC to share the project costs and details regarding CIF.	SC	As soon as able - complete
8	Action to share further performance / pay policy detail once gained.	CG/ JB/ CG	As soon as able - ongoing process still to be presented
9	Action to update on timings when this is confirmed, The Mease.	CG	As soon as able - complete
12	Action PH to contact to gain further detail with Staffs Tech.	PH	As soon as able - PH / Staffs tech meeting 2nd week of Feb
12	Action NS to share all LGC dates and upcoming school events dates.	NS	Complete wc 4/12

Actions arising from meeting 26.1.24

Item	Action to be taken	Action by whom	Action by when
6 (CEO report)	Numbers presented in relation to staff absence on CEO report, Director comments if this can be tracked by JB going forward and Directors can decide metric needed and how to be presented going forward.	JB/ Directors	Ongoing
7 (Finance)	Ongoing action of a new high interest bank account for Trust funds.	SC/ CBS	Ongoing
7 (Finance)	Anson to confirm if risk assessment is in place for tree mentioned in point 7.	SC/NJ	As soon as able
7 (Finance)	CG continues to work with Heads regarding proposals for any changes, delaying trade union consultation in order to establish more funding information likely to be at the start of March in line with funding agreement.	CG	Ongoing
7 (Finance)	CG action on away day, need to look at running the central team on proposed new model of central team taking into account new join schools, discuss with Directors.	CG/ Directors	Away day 26.1.24

7 (Finance)	Check the land registry in relation to land at The Mease.	CG	As soon as able
11 (Policies)	Discussion for FAR around the practicality of long service awards.	CG/ Directors	FAR
12 (Information from LGC)	To confirm any information from Anson to put forward to LGC. Discuss at away day RC unease regarding Gag pooling and potential merge of TH LGC.	CG/ Directors	Away day 26.1.24

Final