

**Minutes of Members' and Directors' Meeting  
5 July 2019 8am**

Attendees : Mr P Lovern (PL) (Executive Head), Mrs H Bowman (HB) (Chair of Directors), Mr C Bradshaw-Smith (CBS) (Director), Mrs S Cockayne (SC) (Director), Mr P Halifax (PH) (Vice-Chair of Directors), Mrs M Havelock-Crozier (MHC) (Vice-Chair of Directors), Mr C Hopkins (CHo) (Member), Mrs C Humphries (CH) (Director), Mr G Wood (GW) (Director), Mrs A Hodgson (AHod) (Director of Business Operations)  
Clerk: Mrs A Howard (AH)

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

HT: Headteacher  
SIAMS: Statutory Inspection of Anglican and Methodist Schools  
TA: Teaching Assistant  
ESFA: Education and Skills Funding Agency  
CIF: Condition Improvement Funding  
LAG: Local Advisory Group  
PSHE: Personal, Social, Health and Economic Education

1. **Welcome, Prayer** - PL opened the meeting with a prayer.
2. **Apologies** - Mr D Grewer (DG) (Member), Mrs J Smith (JS) (Director), Mrs C Shaw (CS) (Member).  
AH will update the attendance register.
3. **Pecuniary Interest** - CBS has signed his declaration of Pecuniary Interests as a new Director and AH will update the Register. The Member and other 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 6.3.19 were signed by CHo (these had already been approved by Directors). The minutes of the Directors' meeting on 14.6.19 were agreed by Directors and signed by HB. Confidential items were agreed.
5. **CEO Report - Trust Update:** The CEO has spent a lot of time on the conversion process, but it has now been completed and Anson School has joined TSSMAT. The Directors have approved Anson's budget for the coming year and the 3-year budget. Work on the premises at RC and SM have completed, greatly improving the two schools. There has been a full refurbishment at SM; HB and MHC agreed that SM is looking very good. Colton Trustees have paid for new blinds.  
PL has been working on the development of the HTs and middle leaders in the schools. There is now funding available for Senior and Middle Leaders to undertake National Professional Qualifications as RC, SM and TH are now in a priority support area as part of the Diocese and Anson is already in the Stafford priority area. In addition to subject Heads (e.g. HT at TH is head of English for the whole of the MAT), there is now a subject lead in each school. PL aims to develop consultation and communication.  
A SIAMS inspection is due at SM next year.  
The marketing of TSSMAT is continuing, but numbers are down for the coming year in Reception in RC, SM and TH due to demographics in the three villages. TH PTA and Friends at TH are still working on the project to build a new classroom and this would encourage parents with Nursery age children to choose the school.  
Plans for the future include the refurbishment of the main school at RC and a new MAT website; the latter will be paid for out of conversion costs and a 3-year deal with a new provider has been chosen.

**Class Structure and Staffing:** PL outlined the class structure for the coming year. At TH there will be 3 classes, with RM teaching Class 2 in the mornings and two teachers covering the afternoons; Class 1 will have three year groups, R, Y1 and Y2 and there will be extra support for this class. SM will have 4 classes and a teacher from TH will be moving to teach at SM. At RC there will be 5 classes, with 2 members of staff moving from SM to RC and a job-share in Class 1. Y1/Y2 are in a class of 31 with extra TA support. The Trust is aware that it will have breached the infant class size initiative, however this is a permitted exception as the 16th child in this year's reception class is a twin and the child was admitted by Staffs County Council because of this. There will be 4 classes at AS for 107 children; this school is very well supported by TAs.

CBS asked whether TSSMAT advertises to attract families from out of catchment and PL confirmed that flyers and banners are used. MHC recommended the use of social media and suggested that a younger member of staff could take on that role. PL will look into this in September.

PL explained the reductions in staffing which have taken place and helped to set a balanced budget for the coming year. These include a reduction in hours and the non-replacement of staff who have left. AHod will work term-time only and the MAT administration officer will cover the office at RC in the afternoons. PL agreed that the staffing structure will be very tight. GW asked whether staff could be moved from Anson, but the existing contracts of staff there would make this more difficult. Anson is no worse off on joining TSSMAT *confidential item*.

**Issues facing the Trust:** *Confidential item*.

Another issue is about parental perceptions with regards to change and budget constraints: concerns have been expressed at TH and RC about the class structure and the movement of staff. However, the children have experienced a day in their new classrooms and this has been very successful. PL considers that the MAT is making the best of the situation, without compromising the education of the children.

**Trust Growth:** *Confidential Item* The restrictive nature of the name of TSSMAT mentioning small schools may need to be reviewed. PL said that now AS is part of the MAT, decisions on increasing the number of schools should be taken year by year, looking at different options available. MHC considered that TSSMAT is continuing to improve, with better premises and good quality of education.

- 6. Finance Report** - AHod presented a summary of the year to date finances, firstly showing the ESFA income (£23,900 higher than budget) and other sources of income. Care Club income is £11,500 higher than budget, Early Years income is £8,700 less than budgeted due to reduced numbers. The overall income is around £64,000 higher than budget, which includes £33,000 given by RC Trustees. Regarding costs, there have been savings in Finance and Administration staff, catering staff and premises staff, which make staff costs £8,700 less than budgeted, but the pay rise for support staff is still to come into effect and will be backdated to 1st April. In terms of other costs, building costs are £1,700 lower than budgeted and educational supplies nearly £30,000 lower than budget. However, catering costs are £3,600 higher than budget and ICT costs are over £6,600 higher than budget, partly due to conversion costs and partly due to the new website. Overall costs are £4,400 higher than budgeted. At present the Trust has made a year to date surplus of £69,000, but there are further costs due and the forecast is for a £46,800 surplus at the end of the year, due to the donation from RC Trustees, the Teachers' Pay Award and additional monies. It is forecast that there will be nearly £232,000 in reserves at the start of the next academic year, which will stand the MAT in good stead for the next 2 years, but the budget modeller for the next 3 years shows that a variety of different strategies and scenarios will be needed, depending on the circumstances. PH asked about the IT costs and AHod confirmed that Staffs Tech is giving better support. The Directors and Member approved the budget.

AHod advised that there is £520,000 in the current bank account.

- 7. Premises** - PL advised that CIF bids have been made for boiler and heating repairs at RC, Anson and TH and for roof repairs/replacement at SM. There is a collapsed drain at TH and a temporary fix will

be carried out but CIF money will be bid for to make more permanent repairs. A Salix loan has been applied for to upgrade lighting and CBS suggested it was worth asking consultants about the feasibility of more environmentally-friendly heating systems.

8. **Appointments to Board and LAG** - The appointments of CBS *confidential item* to the Board of Directors were approved by Members, together with the re-appointments of the current Board of Directors, with the exception of GW who is retiring. The present group of LAG members have come to the end of their 3-year term of office, with the exception of two members who were appointed more recently; they are willing to be re-appointed for a further two years, under the terms of the constitution, unless other people wish to stand, and this was approved by Directors.
9. **Ratification of Policies** - CBS asked whether the renewal and amendment of policies could be made easier if the proposed changes could be highlighted. This was agreed and PL explained that there is a policy schedule and the policies (which are usually standard or model policies) are sent to the Board leads firstly for more detailed scrutiny, then to the other members of the Board for ratification. Four policies were reviewed:
- Health and Safety Policy
  - Employee Handbook
  - E Safety
  - Exclusion

CBS advocated using a best practice approach to updating policies.

With regards to the Health and Safety Policy, CBS asked about the monitoring of accidents. PL said the number and type of accidents are monitored and steps are taken to remedy any issues. There have been found to be more playground accidents at RC with the new playground surface and the number of staff on duty at playtime has been increased. There was a discussion on the health and safety ethos within the MAT, CBS saying it was important to manage the more trivial accidents to avoid the more serious ones; it was not a question of following procedure, but rather of not tolerating risks: everyone in the MAT is responsible for health and safety. PL confirmed that Health and Safety was on the agenda at every staff meeting and all Board meetings and that statistics on accidents, bullying, safeguarding etc are included in the annual HT report.

10. **Any other business** - Dates for the coming year were discussed and it was decided that it was best to continue with Friday for Directors' and Members' meetings. The dates are given below. PH suggested the use of screen presence to attend meetings from a distance and this will be investigated.

CHO on behalf of the Members thanked the Directors for their hard work over the year and gave special thanks to GW for his support during his term as Director. A presentation was made to GW by the Directors who greatly appreciated all his work on the Board.

HB referred to the teaching of diversity and sex education and asked that a presentation be made at the next Directors' meeting to explain how the MAT is tackling this issue, training the staff and deciding what to teach, when and how. PH and MHC confirmed that a programme of sex education is sent out to parents explaining when pupils are taught this in PSHE.

## Dates of meetings 2019– 2020

### Directors meetings: 8am on a Friday

20 September  
 18 October (with Members)  
 22 November  
 20 December (AGM with Members)  
 24 January 2020  
 6 March (with Members)  
 1 May  
 19 June  
 10 July (with Members)

### Members meetings: 8am on a Friday

18 October (with Directors)  
 20 December (AGM with Directors)  
 6 March (with Directors)  
 10 July (with Directors)

### LAG meetings: 4pm on a Monday

7 October 4pm at RC  
 9 March 4pm at TH  
 22 June 4pm at SM

Signed.....

Date .....

Colin Hopkins - Member

Signed.....

Date .....

Heather Bowman – Chair of Directors

Item	Action to be taken	Action by whom	Action by when
5	Look into use of social media to advertise the schools.	PL	20/9/19
5	Review door safety in all MAT schools	JS/JB	20/9/19
7	Get advice on feasibility of environmentally-friendly heating systems	PL/AHod	20/9/19
9	Proposed changes in policies to be highlighted	JB/Board leads	20/9/19
10	Investigate use of screen presence at meetings	PH/PL	20/9/19
10	Arrange presentation on sex education and diversity	PL	20/9/19