

Minutes of Members' Meeting (with Directors)
6 March 2019 8am

Attendees : Mr P Lovern (PL) (Executive Head), Mrs H Bowman (HB) (Chair of Directors), Mr D Grewer (DG) (Member), Mrs S Cockayne (SC) (Director), Mrs M Havelock-Crozier (MHC) (Director), Mrs A Hodgson (AHod) (Director of Business Operations)
Clerk: Mrs A Howard (AH)

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

PAN: Planned Admission Number
ARE: Age-related expectations
GD: Achieving greater depth
CIF: Condition Improvement Funding
GAG: General Annual Grant

1. **Welcome, Prayer** - PL welcomed everyone to the meeting and led the prayer.
2. **Apologies** - Apologies were received from Rev S Davis (SD) (Member), Mr C Hopkins (CHo) (Chair of Members), Ms C Shaw (CS) (Member). AH will update the attendance register.
3. **Pecuniary Interest** - Directors and Member confirmed that there were no changes to pecuniary interest declarations.
4. **Minutes of last meetings** - The minutes of the AGM meeting held on 19.12.18 were agreed as a true copy by Members (these had already been approved by Directors); these were signed by DG. Confidential items were agreed.
5. **CEO Report** - PL presented his report, saying that staffing was stable at the three schools and the present model of staffing is his preferred model, although it may have to change due to budget restrictions. Finding a replacement to undertake cleaning at TH has been difficult and therefore a contract with a cleaning agency will start on 11 March.

Numbers of children applying to join Reception in the three schools in September are disappointing, at around 10 per school (compared to the PAN of 15 at RC and SM and 12 at TH); however this may change if other schools are full. Parents have asked about children who are turning 4 in the next academic year joining Nursery and PL will discuss this with them; if there are places available, it could be possible for the 'rising 3s' to join in January or at Easter.

PL's report included training undertaken by staff; this includes weekly training across the MAT. In the inset week it is planned to include training on children's mental health. HB asked who arranges the training and PL confirmed that it was him; DG said that 'less is more' as there can be too much in-depth training for teachers to take in, but PL said that the in-depth subject training takes place about once every three weeks. There is support and mentoring for NQT staff; the monitoring and evaluation programme, with lesson observations, is on target. With Anson joining the MAT, PL is reviewing the subject leadership, aiming to make use of strengths. PL, the Headteacher at TH and the SENCO are carrying out outreach training in other schools.

The data analysis in the report showed a positive picture, with targets of 90% achieving ARE and 40% GD. Maths is a priority for the MAT; English across the MAT is good although at TH there is some backfilling of gaps in GPS. Phonics is on track. The data is very cohort specific as there are some small groups with a high number of SEN children; an example pointed out by DG at SM.

Attendance is good at RC and SM, not so good at TH but the attendance rate is affected by it being a small school with smaller year groups.

Regarding Trust growth, Anson is due to join on 1 April 2019 and will adopt the same term structure as the other three schools. DG asked about plans for future growth and PL said that at present, with a lull due to Brexit, schools are not being encouraged to form or join academies. PL wishes to consolidate the joining of the fourth school to the MAT and ensure a balanced budget. DG expressed the view that TSSMAT is in a good position and has a duty and responsibility to assist struggling schools; he recommended looking at increasing the number of schools through a sponsored route with the DfE. HB confirmed that Trust Growth was on the agenda for every Directors' meeting and it was agreed to look into setting up a sub-group of Directors to look into any grants available from the DfE and making a business plan. It was important to ensure that MAT finance and staffing could support the release of staff to work with and in new schools.

Members' challenge: to seek conversations with schools wishing to join a MAT, together with the Diocese and other bodies, and be receptive to taking on struggling schools; to set up a business plan.

PL outlined the present work using CIF money which has paid for new heating and refurbishment at SM and a new classroom, MUGA and parking area at RC. Bids for CIF money have been put in for work on a flat roof at SM, new boilers and pipework at RC and a new boiler at TH.

Priorities for the future include the development of leadership, improving catering and a new website.

6. **Finance** - A number of accountancy firms had tendered for the audit contract and three companies had been shortlisted and invited to make presentations.

Dains Two representatives gave a presentation about their company, which has offices in this area and has worked with Academies for a number of years. They talked through the audit process and timetable and, in answer to questions, confirmed that they can send out templates beforehand and use the audit software to populate the audit return. They have a representative on the ESFA audit forum group, provide practical help sheets, can give advice on preventing fraud and offer training. HB asked about the charges and the amounts were confirmed.

Hacker Young Two representatives gave a presentation, saying it was a fixed price service and would provide a sounding board and ongoing support through the year. They work in a large number of academies across the UK, giving advice on best practice. They aim to get as much information for the audit process in advance, to allow early planning and make it a painless procedure. Benchmarking reports can be provided, showing comparisons with similar Trusts. DG said it was a very competitive tender and asked how many primary schools the company is working with.

PKF Cooper Perry The third company also sent two representatives; their offices are in Solihull and Castle Donington. They shared the company's values and culture and their company has received awards for employee satisfaction. They have expertise in the education sector and work with individual schools and Trusts. Having already visited TSSMAT, they were aware that a fourth school is joining the MAT and the company could help with the conversion process; they could also advise on further expansion. Work towards the audit would start in July/August to take the pressure off later in the autumn term; advice can be given on new regulations and VAT, and they have general meetings for all their clients on getting ready for audit and business issues.

All three firms provided clear, useful information on their services and committee members were impressed by the amount of support and guidance being offered. SC queried a conflict of interest as one of the representatives of PKF Cooper Perry is Chair of Directors of a large MAT in Tamworth; however it was considered that this should not affect the auditing process. Committee members considered that PKF Cooper Perry had stressed the importance of values, had offered support with the conversion process and were offering a portal to submit data for the audit in advance; the fixed price was very reasonable and it was decided to select this company.

Finance Report AHod talked through the January year-to-date figures, showing total income for January was around £30,500 ahead of budget, with more formula capital, additional SEN funding and an increase in Care Club income. Staffing and admin costs were ahead of budget, but catering was behind due to an increase in food costs and repairs in the kitchens. The problem of parents not wishing to pay the voluntary costs of trips will be discussed at the next Directors' meeting. Once the start-up funds for Anson are excluded, the finances are showing year to date loss of £24,000 which is £2911 better than budgeted. The Trust is on track to come in slightly ahead of budget. GAG funding amounts for next year are not yet known. The CIF projects are drawing to a close, on budget. After excluding CIF and start-up money, the amount in the bank is around £223,000 AHod was thanked for her report.

7. **Any Other Business** - PL expressed concern that only one Member was able to attend the meeting and the appointment of a further Member was discussed. Directors' terms of office are coming to an end this year.

Dates of next meetings –

Directors meetings

- 15 March
- 10 May
- 14 June
- 12 July

Members meetings

- 3 July 8am

LAG meetings

- 1 July 4pm at SM

Signed.....

Date

David Grewer - Member

Item	Action to be taken	Action by whom	Action by when
5	Sub-group to produce business plan on taking on schools	Directors	3/7/19
7	Consider appointment of new Member	PL	3/7/19