

**Minutes of Members' and Directors' Meeting  
23 October 2019 8am**

Attendees : Mr P Lovern (PL) (CEO), Mrs H Bowman (HB) (Chair of Directors), Rev S Davis (SD) (Member), Mr D Grever (DG) (Member), Mrs M Havelock-Crozier (MHC) (Vice-Chair of Directors), Mrs C Humphries (CH) (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

EYFS: Early Years Foundation Stage  
GLD: Good level of development  
GD: Greater Depth  
HT: Headteacher  
RSC: Regional Schools Commissioner  
TA: Teaching Assistant

1. **Welcome, Prayer** - SD opened the meeting with a prayer.
2. **Apologies** - Mr C Bradshaw-Smith (CBS) (Director), Mrs S Cockayne (SC) (Director), Mr P Halifax (PH) (Vice-Chair of Directors), Mrs J Smith (JS) (Director), Mr C Hopkins (CHo) (Member), Mrs C Shaw (CS) (Member). AH will update the attendance register.
3. **Pecuniary Interest** - MHC, DG and SD completed the annual review of Pecuniary Interest statements; DG and CH reviewed their Statements of Assurance. AH will amend the Pecuniary Register accordingly.
4. **Minutes of last meetings** - The minutes of the last Members'/Directors' meeting held on 5.7.19 were signed by SD (these had already been approved by Directors). The minutes of the Directors' meeting on 20.9.19 were agreed by Directors and signed by HB. Confidential items were agreed.
5. **Standards** - PL reported on the end of year data which had already been emailed out to Members and Directors. The number of children in EYFS who achieved GLD was above the National average and a small number of children with special needs did not achieve the Phonics screening in Y1. The end of KS1 data showed that at TH some children doing well in Reading did not do as well in Writing and Maths; there was a smaller percentage of children achieving GD at TH and SM than at RC and AS. PL explained that teachers were more cautious about awarding higher levels of achievement at this stage. DG asked whether cohorts were tracked back to achievements at EYFS to check on progress and whether HTs were held accountable in their Performance Management. PL confirmed that tracking did take place and HB stated that Directors were given progress measures by HTs at the start of each term. At SM there are a number of traveller children and the area of intake has changed, with very few children coming from the village. PL agreed that the rate of progress was important, with children making at least expected progress, and considered that the teaching was good. Staff performance management targets no longer include a data target and look more at outcome.

At KS2, AS has performed particularly well; PL pointed out that the school has extra support in place and a non-teaching HT. The MAT as a whole is in the middle of the confidence interval for progress and is generally performing in Quintile 1 or 2. MHC said that the Y6 at SM had been a difficult year group and some under performing pupils can make a difference to the data. DG commented that there was a high percentage gaining GD and asked whether a significant minority were underachieving, but PL thought this was not so. At RC, Y6 girls last year were good writers, but the boys, who performed well in Maths and Reading, did not do so well in Writing. DG agreed that the MAT was performing at a solid Good level. PL said that parents were happy and all the schools have

a good reputation; he recommended that Members and Directors visit the classes to look at the high standard of teaching. SD asked, with the new Ofsted framework in mind, whether KS2 staff have a sufficient knowledge of Phonics to help with spelling, and PL will consult the Literacy coordinator on this.

6. **Finance Report** - AHod presented the operating finances, the end of year figures are being finalised by the auditors. These show that the income is £43,446 ahead of what was planned, with extra money from the ESFA to be included. Early Years and catering income is down. Staff costs are £35,127 better than budgeted. Non-staff costs are £2,800 down on the budget, with some food price rises, extra catering costs, conversion costs and increased absence insurance costs. Including the Devolved Formula Capital, there is a surplus of £52,529, whereas a deficit of £55,302 had been budgeted. Extra monies had been received from the start-up fund, donations and the teacher pay award. As the external auditors have recently completed an inspection, the September 2019 accounts will be presented with the October accounts at the Directors' meeting in November. AHod showed a letter from the auditors showing medium risks regarding the Pecuniary Interest declarations (links to the RC Foundation and all links to other companies should be shown), the conversion process and the Purchase Order system. These issues are being addressed. Members and Directors approved the auditors' report and thanked AHod for her hard work with this. Members and Directors were shown the Risk Register and approved this: High Level risks include funding cuts, MAT growth and staff resignations. The Gift Register is up to date and CBS will be asked to sign the Business Charge Card.
8. **Trust Growth** - This item was discussed at this stage. PL announced that TSSMAT was at a pivotal stage and it was important to decide on future strategy. He considered that there were three options for the MAT:
  - i) Maintain the status quo.
  - ii) Join a larger MAT.
  - iii) Grow so as not to be vulnerable to outside forces.

*Confidential Item*

Members and Directors agreed to the terms of reference for a Finance Committee and also an Audit and Risk Committee which will be established.

*Confidential Item*
7. **Staffing** - The resignations of AHod and the Trust Administration Officer had already been mentioned; a successor to Jacqui Bowman has not yet been appointed. Two TAs had expressed a wish to move to flexible working and to reduce their hours; two new TAs have been appointed.
9. **KPIs** - PL showed a review of the KPIs for 2018-19, with many of them achieved. He confirmed to DG that these were integral to his Performance Management. In Progress and Attainment, the schools were in Quintile 1 or 2 for many subjects; the Reading Attainment at RC was in the highest 20% nationally. Attendance is good, income from consultancy services was £25,415 and a new website has been well received. Money from the RC Foundation Trustees has paid for interior decoration and PL plans to replace the Hall floor; the Colton Trust have paid for blinds at SM. PL was congratulated on achieving a high number of KPIs.
10. **Safeguarding** - The Safeguarding reports for each school had been sent out to and received by Members and Directors. The Safeguarding policy was approved.
11. **Any other business** - CH suggested that schools approach local Aldi shops as they are giving out goods to registered schools and charities at certain times.

**Dates of meetings 2019– 2020**

Directors meetings: 8am on a Friday

- 8 November (working party 8-11am)
- 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

- 8 November (working party 8-11am)
- 20 December (AGM with Directors)
- 6 March (with Directors)
- 10 July (with Directors)

LAG meetings: 4pm on a Monday

- 9 March 4pm at TH
- 22 June 4pm at SM

Signed.....

Date .....

Colin Hopkins - Member

Signed.....

Date .....

Heather Bowman – Chair of Directors