

Minutes of Members' Meeting 1 March 2017 8am

Attendees : Mr P Lovern (PL) (Executive Head), Mr C Hopkins (CHo) (Chair of Members), Mrs H Bowman (HB) (Chair of Directors), Mr J Bowman (JB) (Member), Mrs L Brown (LB) (Business Manager), Rev S Davis (SD) (Member), Mr D Grewer (DG) (Member)
Clerk: Mrs A Howard (AH)

1. **Welcome, Prayer** - CHo welcomed everyone to the meeting and led the prayer.
2. **Apologies** - Mr G Wood (Director)
3. **Declarations of Interest** - All up to date. JB declared his involvement in the production of the Attitudinal Dispositions Report and DG declared that he will be working with the Senior Leadership Team over the year.
4. **Minutes of last meeting** - The minutes of the joint meeting with Directors held on 16.12.16 were agreed as a true copy, with no matters arising; these were signed by CHo.
5. **CEO Report** - PL presented the CEO Report to Members. He talked through the overview of staffing including the arrangements to cover maternity leave. The interview process for the post of Head of School at HP is underway. LB has tendered her resignation as Business Manager and will be leaving at the end of term; her successor has been interviewed and appointed. PL indicated that with the appointments of staff in the front office of RC and as PA to PL, the office function side is now more stable with the possibility of taking on more tasks; there are plans in place for the new Business Manager to liaise with LB on a weekly basis before she takes up her role. DG questioned the role of the Business Manager and PL confirmed that she would cover finance and business matters; DG stressed the importance of the CEO's role in Teaching and Learning, rather than getting involved in premises, health and safety etc. PL informed Members that plans were in hand to appoint a Facilities Manager, whose work would be overseen by the Business Manager, to be cleaner and caretaker at HP but also act as handyman to carry out the water checks and other tasks within TSSMAT; the academy may use an outsourced health and safety company to check policies and oversee the water checks. JB agreed that it was important to create depth so that talent within TSSMAT is nurtured or tasks are outsourced as appropriate, releasing the CEO for the higher level role.

PL went on to outline the training carried out by staff, who now keep more detailed track of their own CPD. JB and DG both recommended that PL consider the provision of training by TSSMAT to other schools as there are many opportunities to do this and HB agreed that PL has a wealth of experience to offer other schools as a CEO. There may be schools within the Diocese which have leadership problems at present and would appreciate leadership and management training offered. PL thought his job description as CEO should be reviewed and updated and CH will provide a template recently used in a diocesan school.

SD asked whether the present TSSMAT structure was sufficiently robust to consider expansion and PL agreed that the financial systems and budget modeller were in place, but it would be difficult at present to take on a failing school. TSSMAT has been approached by schools interested in becoming part of the academy and it was agreed that there is a moral responsibility to support schools, particularly those with a similar ethos and based in a rural community. The possibility of developing a teaching school was mooted by CH and PL said an approach had been made on this topic; DG considered that if this was a possibility, an application should be made as soon as possible to explore this. CH will put PL in touch with someone involved in Teaching Schools nationally. PL

highlighted the Rugeley collaboration in his report, with schools carrying out mini-Ofsted on each other's schools.

With regards to data, DG said that Ofsted now was looking at the rate of progress and PL confirmed that standardised tests are used in TSSMAT to monitor progress. PL has been asked to take part in DfE training on this. SD stressed the importance of gaining mastery of skills and asking good questions. The attendance data were good and have improved by being highlighted in the weekly school newsletters.

PL concluded his report by discussing Safeguarding, the important role of the PTA and applications for CIF and SALIX funding for building works at RC and a new heating system at SM.

6. **Finance Report** - LB joined the meeting to present her report. There is an overspend this year, but no overall deficit this year; however changes will need to be made from next year. Wright and Co. have provided Accountancy support and will be carrying out an internal audit next week, looking at the management accounts and cash flow. TSSMAT has now invested in a software system for the 5-year budget modeller which will make this process much easier and save an enormous amount of time. CH asked for confirmation that the 5-year budget planner will be ready for the next meeting and LB said she would be sending out information to Members shortly. The details on funding for 2017-18 are expected by the end of March. DG asked about the strategic plan, given that a deficit was projected; PL said that a number of fixed-term contracts would end this summer, giving the opportunity for review. There was a discussion on the impact of budgetary restraints on the appointment of a new Head of School, but it was agreed that the right person should be appointed; efforts to increase the number of pupils were discussed. Funding for Pupil Premium children will fall and ESG funding has been withdrawn; LB will be asking Directors to look at the funding of trips and music lessons for Free School Meal children.

LB talked through the External Audit report from Moore Stephens, showing that a decision from Birmingham City Council is still awaited on the playing field at HP; other issues with bank reconciliation, the gifts policy, reclaiming VAT and the website have now been addressed.

CH thanked LB for the report and confirmed that Members need a high-level summary of financial matters, including year-on-year progress, any substantial issues arising from internal/external audits and the 5-year budget plan; the Directors should have more detailed financial information. SD would welcome a graph of cash flow. LB reminded Members that a controlled assurance statement should be provided if a charge was made for services.

CH and HB thanked LB on behalf of the Members and Directors for all her hard work and cheerfulness at TSSMAT over the challenging early years of the Academy. LB said she had really enjoyed working at TSSMAT and thanked all the staff for making her work such a pleasure.

7. **Attitudinal Dispositions Report** - JB presented his Parent Voice report to Members. He will also present it to Directors at the next meeting, then send it out electronically to everyone. A parent at HP had raised the issue of accommodating non-faith views within the TSSMAT; HP remains and is respected as a community school rather than a faith school, but CH pointed out every school is expected to provide a daily act of worship of a broadly Christian nature.

8. **Any Other Business** - There was no other business.

9. **Dates of next meetings –**

<u>Directors meetings</u>	<u>LAG meetings</u>	<u>Members meeting</u>
24th March 8am	22nd March 4pm	12th July 8am
28th April 8am	12th July 4pm	
26th May 8am		
23rd June 8am		
14th July 8am		

Signed.....

Date

Colin Hopkins - Chair of Members