THE STAFFORDSHIRE SCHOOLS MULTI ACADEMY TRUST

DIRECTORS
MINUTES
Friday 8th May - RC location - 8.00AM

Documents circulated prior to the meeting	CEO CEO report Directors 8.5.26.pdf Finance Copy of TSSMAT - Period 6 2025-26 Summary Previous minutes Copy of MINUTES Directors 6th Feb 2026

(Please note many of the items are cleared off in the CEO report and will not take the allotted time)

To note FInance and Business Manager to do updates first for time management.

Attendees
Peter Halifax
Angela Burns
Caroline Humphries
Sophie Skelton
Shanie Cole
Charlene Gethin

	Time	Agenda Item Title	Agenda Item Lead	Associated documents and action required
1	8.00AM start - 5 minutes	Welcome / reflection	CEO	Chair invited all to join in prayer and reflect quietly on your intentions in this meeting, your own thoughts and reflections, if you do not wish to.
2	5 minutes	Membership	CEO	Copy of Members and Directors terms of of... -No up coming end dates to note across board -Roles and responsibilities - note any update or changes -Vacancies - Chair reminded all of BS links highlighted in CoG meeting - MD / NS links from AGM meeting Dec 25, action NS chase BS and MD.
3	5 minutes	Attendance / Apologies	Clerk	Attendees listed and updated on web page. PH AB CG CH SS SC MHC - presented and accepted JB - presented and accepted BB - presented and accepted
4	5 minutes	Pecuniary Interest, Statements of Assurance	ALL Clerk Clerk	https://docs.google.com/forms/d/e/1FAIpQLSfagKDknnkHL6rWKujPK47ZTw7QRnvTwRQ9lmXaRUzNWETmvw/viewform Confirmed - action to add complete by date to the form for all staff on inset training full email (end of summer)

5	15 minutes	Minutes from last meeting Actions	Chair/CEO ALL/Clerk	Minute / signed (in meeting on Monday 11th May) file in CEO office as per usual process. <u>Actions</u> -Action full far - central team reward and recognition. Ongoing. -Action marketing school level / MAT, local knowledge / further awareness drive, SS to push forward. (robust conversation was had.) -Pulse surveys complete / response level, detail given….CH questioned the current pulse review and detail of the questions on the survey, phrases used and possible changes needed. Action. -SS gave letter drafts / detail examples, share with various contacts, support for wording asked and given / DIOCESE / DfE. CEO confirmed additional wording needed for additional new join schools and how would you clear the deficit / in comparison of LA etc / challenges and processes faced. Action follow up (into one point / letter in support for schools.) CEO / SS.
6	15 minutes	Feedback from CEO report on Outcomes - School Standards / Teaching and Learning / Curriculum / Quality of education / Attendance / Behaviour and Attitudes / Personal development / Christian Distinctiveness / general school context	CEO	 *Ph confirmed attendance and admissions detail please?* CEO confirmed child level data at school specific level. Support and early support suggested. School level and detail given. Work and solutions given. Nuance behind detail and case duties - satisfied with context and detail. *Scrutinised attendance and absence. To minute Chair.* -<u>Ofsted</u> - CEO confirmed Ofsted readiness - school specific detail given, nominee of support, proof and data detail given. AS detail given. Confirmed detail of getting under the skin of the working of classrooms, pupil voice, speakers of recent Ofsted visits, LGC CoG involvement, CEO higher level detail given. -Pupil data and movement given - AS. -SEN detail process, funding and challenges discussed wider picture, local and national. -Leaders EYFS understanding and framework learners, EYFS leads leading training. Up coming. -*CH questioned behaviour and attitude table - incidents - CEO gave detail and specifics per school to Directors.* -To minute and highlight importance of reporting and the nuance and detail behind this. -Potential legacy issues - impacts on reporting. CG will table with SLT . -Restrictive physical interventions update - detail given. -*CH questioned staff training / parent awareness - allegations - support for staff being aware of training* - CEO confirmed training is happening in inset training Autumn 2026. CEO action add to table to support staff and what the process is,

				finding a fact not an assumption. Confidence behind them to support. *CH gave robust wording to CEO to support.* RHSE - policy detail - shared with parents - action of change to communications - going on further / mindful. Safeguarding - MHC Director - support, review and ensure if any delegations needed, all work together. Minute MHC has looked at all policies and received / reviewed report safeguarding across MAT from CEO. Listed all challenges across MAT with safeguarding and key highlights.

7	15 minutes **Finance tabled first** **Business Manager / HR tabled second**	Finance Reserves Relevant CEO sections Risk management / Data protection Risk register	SCo CEO JB	-Link to topslice document following directors away day - as below. Copy of Update to potential top slice appro… -First draft budgets complete as below. -School meals increase - complete as below. <u>Finance update head lines given by SC</u> -Started with P7 accounts (upto end of March 26) -Ahead of budget - surplus -Deficit - TH new class room, repayment over next few years -Outturn for end of year - surplus ahead of budget prediction -Meals and catering budget discussed -other income ahead of budget donations - do not budget for -Trip income care club income detail given -Bank interest % given -Staffing costs -Pay award -Mat leave cover detail given -Care club - new posts and impacts given -Other expenditure over budget - premises and over spend, RC windows funded by Trustees detail given, TH new classroom, reimbursement -Education resources - move in line with budget -National picture given on free schools meals Sept 26 Noted questions on email present by SS Director - answered via email and will add the extra information is available on email for P8 on wards. To minute. -Cash flow, CIF invoices - 65 notice day period on account detail given, planning explained. *-PH chair questioned meal costs and increase net off against income - overall position?* SC confirmed making a loss £ and %, link to meal increase costs, national picture given. *AB qstd how many meals per meal a day served?* - in report CEO confirmed. 60% - 62% targets given, PH / CEO confirmed on agenda at all LGC and also at CoG, confirmed detail of new catering supervisor. *Ph confirmed - Action pitch at new parents events. Food leading behaviour.* *SS questioned budget for food on current costs of food or on forecast could be higher? SS confirmed schools / spending and costs need approval before spending, confirmed.* SC confirmed fixed prices approx 6 months. Cost per meal budget detail given, re negotiations catering supervisor. Budget from Sept 26 factored in £1.50 meal costs. *Estates - costs highlights / previous advice detail given by Chair to confirm to SS. School specifics given.* *PH confirmed when as a board would we want to re approve or pre approve contingency %? As we*

				end up doing this more, within a % certain approval points, SoD. All agreed. Add to finance policy wording - SC add in. NS update on web page as per usual process. <u>-First draft budgets</u> -Surplus across schools detail given -MAT central - loan detail and capital contribution detail given -Convertion grant -Energy costs -Funding statements for Sept 26 received based on census reports from Oct 25. -Adjustment due to minimum funding guarantee - LA -Years 2 / 3 core schools funding increase % -Extra grant detail given / inclusive main stream fund SEN funding -Expansion free school meal entitlement Sept 26 - no detail from Gov Uk as of yet -Pupil premium - forecasted using census -SEN funding -Staffing pay increase - SLT detail given -6.5% Teachers increase proposed by Gov uk over 3 years. 2% years 1 / 2 and 2.5% on year 3. -Support staff proposal awaiting confirmation -Inflation - CPI expectations detailed. -Volatility and watch outs detail discussed -Energy suppliers and costs and predictions - oil detail given 100% increase. -CIF bids will be in next budget if successful <u>Top slice</u> -Pan and staged approach Yea 1 starter - bench marking school detail given, charge and adjustments or no fixed %, RC gain confirmed, -Year 2 / 3 - too many changeable variables -Annual exercise -Confirmed dont want to send schools to a deficit due to the exercise -Year 2 /3 worst case scenario - and using PAN. *CEO confirmed overall % has been brought down keep between 5 - 7%* - SC confirmed it is just under 8 % - however confirmed 10K back on budget. Shows reducing. *PH - confirmed not a big discussion point at LGC - approvals in LGC as per usual.* *PH - confirmed smaller group comms discussed on Monday 11th. Action. SS confirmed commitment and %s, all agreed.* -Year 2 / 3 deficits discussed across both. -Pupuls numbers projections detail given -School specific for AS - given. Potential work arounds and options discussed. *CEO confirmed in LGC - the model of staffing and proposals.* -CIF - 2 more cycles and then a different model, estates data will feed funding - fairer system hopefully proposed by Gov uk. -Reserves level detail given - 1 month of salary costs and 1 month of operational costs. CEO

				confirmed loan and repayment plans / new join schools potential, action - SC/ CEO to put something together and circulate to Directors, all agree add in the policy. <u>Risk register</u> - admissions and cross admissions, cross trust competitions questioned in LGC, was on the risk register however reworded for clarity , identified and actioned. Reserves - *AB confirmed as long as outlined in reserve policy but do not have to use it, CEO confirmed support mechanism, PH confirm previous and historic, vs current position. Chair confirmed do all agree to add in funds in individual budgets at school level - CEO not sure how can proposition funds* - SC confirmed can make a draft working out at school level, and confirmed reserves don't prop up running year to year. CEO confirmed paper work and decisions to make re leaving process / ending contract. All are aware likely to not happen however still to bear in mind. *PH confirmed grant funding and conversion money / grant was higher* - action paper work CG to find and support proposals. PH questioned energy prices - *central confirmed AS and SA on oil.* *PH questioned inflation - idea of surplus wipe out if does not come down in line with predictions ? SC would need ot work this out.* *Year 2 / 3.* <u>School meal prices</u> -Current charge 2.95 -Food prices increases -1.20 to 1.50 per meal increase -Pass on costs - consider appropriate increase -25/26 deficit detail given 40k, as a whole, increase proposal 3 - 3.10 or 3.20 and still a loss. -Increase vs loss of children, wipe out of any accumulation of gains to run kitchens. -3.20 high average - national and local 2.60 to 3.25 -AB thought increase 10p? Confirmed loss of children vs increase. -Census meal day information given. -PH confirmed operational process of lunches and process - social side. Comms around food increases and the absorption taken by Mat and increase only x amount - JB and MA. -Confirm £3.05 to increase to.
8	15 minutes	Organisational Development and Management / Vision, Culture Ethos / Christian Distinctiveness / Growth, IT, Estates	CEO	For information Standing item - voip / BB contractors line by line per school. Voip and broad band over view *-Connectivity - confirm upgrades PH given.* -Economies of scale - co term to 2029 tender and better deals.

				CG minuted thanks to NS. -All approved.
9	15 minutes	Leadership Development and management (Leadership and Governance)	CEO	Covered -
10	5 minutes	Policy Updates Revised guidance	JB / NS	Policy - extra work needed and book extra days to support the work - consolidate across - agree 2026 support. Some of the differences noted across is needed (H&S and safeguarding,) AB gave detail on support of streamlining. CH / AB /CEO conversation. All agree action - additional SLT time to review Head specific policies, to be done in the SLT meeting. Action - change policy cycles / split. Policies to be ratified (in Ceo report also) (Draft Policies folder) <u>Confirmed and ratified AB has read.</u> Exclusion - upload today May 8th Copy of Draft Copy of Exclusion ... Finances - sc amending and then upload w/c May 11th Copy of Finance Policy and oper... DRAFT Copy of Charges & Remis... Worship - cg amending and then upload asap w/c May 11th Draft Copy of Collective Worship... Draft Copy of Collective Worship... Draft Copy of Collective Worship... Disability equality - upload today May 8th Draft Copy of Disability Equality ... Whistle blowing - remove KB - upload today May8th DRAFT Whistleblowing Policy v3 ... Safeguarding - upload today May 8th and re upload when changes in summer come from Gov uk / DfE / LA Copy of Anson Safeguarding Poli... Copy of Safeguarding Policy 202... Copy of Safeguarding Policy 202... Copy of Safeguarding policy All S... Copy of SM Safeguarding Policy ... Copy of TH Safeguarding Policy v... H&S - upload today May 8th DRAFT All Saints Health and Safe... DRAFT Anson HEALTH AND SAFE... DRAFT Howard Health and Safet... DRAFT Mary Howard Health and... DRAFT Richard Crosse Health an... DRAFT St Andrews LOCAL ARRA... DRAFT St Mary HEALTH AND SAF... Additional add on for information

				Sleep - upload May 8th Sleeping Policy DRAFT.docx RHSE - upload May 8th Relationships, Sex and Health Ed...
11	5 minutes	Review information / recommendations from LGCs to the board. (CoG where applicable)	CG	TAS - feedback point / agenda for LGC going forward. Action. **Anson** - risk register - was on - new agenda shared. Term dates - JB action. -Dates across the mease - term time same two weeks? Confirm. -Cyber security - Anson website - action pick up potentially log in not by the school - also admissions point of view and Ofsted. Social media presence? All actions JB / NJ to work on offline. **SM** - N/A **TH** - N/A **RC** - N/A **SA** -risk register admissions was included. Minute. Shared Ab / JF. **MH** - risk register admissions was included. Minute. Shared Ab / JF. **ASR** - N/A *PH pulled highlights from CoG - relationships, support across LGC,s and cross working, sensible and maturity and succession planning / forward thinking. Minute really good meeting.* CEO confirmed PR of central team - all working as one , operational procedures feels a lot better. Specifics given, positives. All agreed really positive, to minute.
12	5 minutes	Reflection - What have we achieved in this meeting that will improve outcomes for the staff and learners in our Trust?	All	Financial scrutiny Educational finance climate nationally / locally Policies Will writing service Risk registers Meal costs My new term / recruitment
13	5 minutes	Any other business / decisions	Directors / All	**Decisions** -EV - grant funding and gov uk expectations details given. *PH gave university confirmation and differences / charges. All agreed experiences and lack of use, public and safeguarding issues, insurances aspect also highlighted.* Action share that a detailed exploration has been undertaken - CG. Thought process potential 75% grants may still be available at a later date. Gov uk potentially will ask all to do this in the future / national picture. Potential decarb work - reserves ongoing. -TAS business / curriculum attendance - OR attend LGC? Action move to the next meeting. -Meal costs prices. As above decisions 3.05. Term dates - all agreed and approved bar Anson JB action - count action. Term Dates 2027-28 Mease

				Term dates 2027-28 RC/SM/TH/An .docx Term dates 2027-28 All Saints .docx -My New term recruitment platform - (CEO Report) - actions to clarify further how the system works but all to confirm to try for 12 months and then review in 12 months, agree as a potential. Use in conjunction with WM jobs, tailor, to job types across areas. CEO confirmed JB will have answers. Back to Directors in July fo final full decisions. Context given again. *CH asked is there data there of where applications come from?* CEO confirmed yes on app form. -Will writing free service - (CEO Report) - confirmed /all agreed to go ahead. JB probe any other companies. Not a recommendation of the Trust it is up to the individual and on their decision , not the MAT. Action as part of comms. Provide further info for all staff. -Broadband & VoIP Infrastructure Strategy - immediate move to FTTP where available / contract ends. (CEO Report) Agreed to move over to one supplier where able - tender from 2029. -SoD changes minute - confirmed.

<u>Actions collated</u>

-Vacancies - Chair reminded all of BS links highlighted in CoG meeting - MD / NS links from AGM meeting Dec 25, action NS chase BS and MD.
-Action full far - central team reward and recognition. Ongoing.
-Marketing push for MAT - ongoing
-Pulse surveys - HR support on amended wording or phrases as needed
-DfE / Gov uk funding - update
-Allegations against staff - CG to table update and highlight to all staff / SLT to support.
-Catering - MA to pitch / schedule food tasting at parents events where able.
-Finance policies to be updated with wording as per SC/ SS conversation.
-Conversion paper work and funding - paper work and detail to be found to support / evidence.

Signed .... Date ....