

Documents circulated prior to the meeting	<p><u>Previous minutes</u></p> <p>Copy of Minutes Directors 3rd October 2025</p> <p><u>CEO</u></p> <p>CEO report Directors 5.12.25.pdf</p> <p><u>Finance</u></p> <p>P2</p> <p>Copy of TSSMAT - Period 2 2025-26 Summary</p>
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To be read in conjunction with AGM meeting 5.12.2025

(Please note many of the items are cleared off in the AGM minutes and replicated for audit trail in the below Director minutes)

Attendees

Charlene Gethin - CEO  
Angela Burns  
Peter Halifax - Co chair  
Mel Havelock Crozier - Co chair  
Caroline Humphries  
Sophie Skelton

Apologies

Jules Smith  
Becci Breedon

Also in attendance

Jacqui Bowman - Business Manager  
Shanie Cole - Finance Manager

	Time	Agenda Item Title	Agenda Item Lead	Associated documents and action required
1	8.00AM start - 5 minutes	Prayer / welcome and drinks	CEO	All invited to join in prayer or reflect quietly on your intentions in this meeting, your own thoughts and reflections, if you do not wish to.
2	5 minutes	Membership	CEO	Confirm / minute no vice chair needed as we have co chairs PH / MHC / supported well.  Encourage vice chair / contingency and succession planning going forward. PH confirmed in AGM also.
3	5 minutes	Apologies	Clerk Clerk	BB received and accepted JS received and accepted
4	5 minutes	Pecuniary Interest, Statements of Assurance	ALL Clerk Clerk	<a href="https://docs.google.com/forms/d/e/1FAIpQLSfagKDknnkHL6rWKujPK47ZTw7QRnvTwRQ9mXaRUzNWETmww/viewform">https://docs.google.com/forms/d/e/1FAIpQLSfagKDknnkHL6rWKujPK47ZTw7QRnvTwRQ9mXaRUzNWETmww/viewform</a>
5	15 minutes	Minutes from last meeting  Actions	Chair/CEO ALL Chair Clerk	Signed minutes, minuted signed and to file.  Actions -Training - Action suite of slides for update for Heads to give yearly (if full training is not needed per inset / relevant for inset week next year 2026) Complete.  -Roles & responsibilities - CEO to look and split , natural strengths / splits discussed. Action - next Director meeting. All to agree. Confirmed.

				<p><u>Actions for away day</u> -Top slice discussed and detail given following LGC chair challenge. CEO gave detail on topslice after the next 2 financial years and present to Directors. PH asked for an action to work financials top slice across the total schools. SC action.</p> <p>Action for away day -Financial team modelling central team and CG - to add to away day agenda, balance of hour / salary. PH asked SC to do modelling for away day.</p> <p>Action for away day - skills and cross function / audit to analyse against. Strategic plan / further understanding.</p> <p>-Marketing working with secondary schools A levels / work experience range of mechanisms and tech support / social media action CH proposed. MHC ask business at school / contacts share. JB can ask JTaylor / feeder schools. All to take actions away. SS has secret shopper potential link - take on to away date agenda.</p> <p>-CBS solar panel grant April 26 (ongoing) support add to away day action</p>
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	<p>-Facilities time - CH to write regarding this. Action (correspond with Steve)</p> <p>-Marketing - away day/ covered.</p>
7	15 minutes	<p>Finance</p> <p>Reserves</p> <p>Relevant CEO sections</p> <p>Risk management / Data protection</p> <p>Risk register</p>	<p>SCo</p> <p>CEO</p> <p>JB</p>	<p>FINANCE CLEARED / FOCUSED / Detail provided IN AGM</p> <p>-CIF bid detail shared document detail discussed and given, project values, points system / process detail given. Projects so far detail given vs the process. SS comments on marketing, and perceptions. Funding as much as possible to be put forward. Minute. All agreed 4 for windows, 4 for roof, AB detail given. 4 for the 3 and 1 for the rest on scores. 0 £ funding.</p> <p>-CBS solar panel grant April 26 (ongoing) support add to away day action</p> <p>-All Saints business case / 26th Jan - any questions, none all directors discussed process and meetings, support from unions.</p> <p>-Away day - discussed / finance works needed to run alongside.</p>

8	15 minutes	People Development and Management Includes: Human Resources, Recruitment and Retention, CPD, Capacity and Succession planning, Wellbeing, Partnerships, Exit Interviews	CEO	Business cases - JB - school day at the measure responses and upcoming extra ordinary day meeting discussed / minuted and presented for LGC at next LGC January 2026.
9	15 minutes	Organisational Development and Management / Vision, Culture Ethos / Christian Distinctiveness / Growth, IT, Estates	CEO	
10	15 minutes	Leadership Development and management (Leadership and Governance)	CEO	
11	5 minutes	Policy Updates Revised guidance	JB	Policies to be ratified N/A
12	5 minutes	Review information / recommendations from LGCs to the board.	CG	NA Next meeting this will be applicable
13	5 minutes	Reflection - What have we achieved in this meeting that will improve outcomes for the staff and learners in our Trust?	All	-CIF decisions -Away day (large bulk of items for agenda decided) -Finance / audit scrutinised in AGM -Positive on going communications to highlight with healthy position of MAT and to filter to school level and parent level
14	5 minutes	Any other business	<u>Directors / All</u>	-Away day location - Mels NS to detail the address and on away day agenda.  <u>-Mandatory legal requirement code Members / Directors <a href="#">GOV.UK</a> (finance confirm deadline)</u>  <b><u>Please send code to NS</u></b>  <b><u>Further AOB</u></b> -Marketing working with secondary schools A levels / work experience range of mechanisms and tech support / social media action CH proposed. MHC ask business at school / contacts share. JB can ask JTaylor / feeder schools. All to take actions away. SS has secret shopper potential link - take on to away date agenda

#### Actions arising

<u>Item</u>	<u>Action</u>	<u>Who</u>	<u>When</u>
3.Previous actions and minutes	Action for away day -Top slice discussed and detail given following LGC chair challenge. CEO gave detail on topslice after the next 2 financial years and	All	Away day

	<p>present to Directors. PH asked for an action to work financials top slice across the total schools. SC action.</p> <p>Action for away day -Financial team modelling central team and CG - to add to away day agenda, balance of hours / paid and not paid. PH asked SC to do modelling for away day.</p> <p>Action for away day - skills and cross function / audit to analyse against. Strategic plan / further understanding.</p> <p>-Marketing working with secondary schools A levels / work experience range of mechanisms and tech support / social media action CH proposed. MHC ask business at school / contacts share. JB can ask JTaylor / feeder schools. All to take actions away. SS has secret shopper potential link - take on to away date agenda.</p> <p>-CBS solar panel grant April 26 (ongoing) support add to away day action</p>		
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Signed ..... Minute.....