






Documents circulated prior to the meeting	<p><u>Previous minutes</u></p> <ul style="list-style-type: none">  Copy of Directors & FAR meeting minutes 5.7.24  Copy of Confidential Directors & FAR meeting minutes 5.7.24 <p><u>Finance</u></p> <ul style="list-style-type: none">  TSSMAT - Period 1 2024-25 Summary.docx  All Saints Primary 2425 budget commentary.docx <p><u>CEO report</u></p> <ul style="list-style-type: none">  CEO joint report to Directors 18.10 and C&S .11.10.24docx.pdf
Attendees	<p>Anglea Burns, Shannie Cole, Charles Bradshaw-Smith, Becci Breedon, Kevin Borg, Peter Halifax, Mel Havelock-Crozier, Jacqui Bowman, Charlene Geethin. N Saint - audio.</p> <p>Apologies Sue Cockayne.</p>

Meeting started at 8.00AM.

	Agenda Item Title	Minutes
1	Prayer	KB invited all to either join in or quietly reflect, and led with a prayer.
2	Apologies	<p>KB led with new join potential discussions, lines of enquiry. CEO confirmed, thanked and KB to pursue.</p> <p>Further conversation continued around skill set and on to full board and each role within this.</p> <p>Apols SC Present - AB, SCo, CBS, BB, CH, KB, PH, MHC, CG, JB. NS - audio.</p>
3	Pecuniary Interest, Statements of Assurance	N/A for meeting.
4	Minutes from previous meeting	Agreed and minutes signed, to be filed.
	Actions from previous meeting	Add into left hand column the actions on the agenda. Action NS.

5	<p>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</p>	<p>CEO led conversation with thanks to a great start to the academic year to all. St Andrews, cohort specific, details given of in year join and SEN, legacy and achievement discussed.</p> <p>Projections of future dips discussed, future intakes discussed. Core values discussed and in relation to impact and financials discussed, community thread also discussed. Ofsted reflections, no firm dates given, desktop exercises and potential Ofsted visit, meeting with Head and LGC around preparation for Ofsted visits.</p> <p>Reviews of all schools complete, further detail given, positives and detail and tweaks for development discussed. Reports nearly complete and ready to share, really proud to minute. <i>KB discussed the positives of new joins schools, all agreed.</i></p> <p><i>St Andrews new join questioned by AB regarding compliance in the report.</i> CEO gave detail around this and compliance management led by Head, JB approved code of conduct, supportive and useful. Licence agreement updated, details behind this discussed. Copies to be distributed.</p> <p>Union point discussed. SIAMs points discussed, for going forward PH gave details for all to reflect. <i>Minute thankyou for PH to do this for the Trust.</i> CEO confirmed the report is beautiful.</p> <p>Away day discussed, dates discussed and C&S committee going forward and potential approach, link Directors agreed.</p> <p>JB sent inset consultation results, further details discussed, minority vs majority discussed. CEO asked for advice. Response to be formed. Share results but be more direct, why it is happening and that this <i>is</i> happening and why. Responses to be sent out directly, KB confirmed, <i>CH questioned why the opposition, how doable is it and what is the opposition, is it a contractual change?</i> CEO confirmed detail of responses. JB can find this out, headline / date required, CH to confirm whether it is a reasonable change to be made. Refined data to be sent to CH. Action.</p> <p>CEO discussed pre meeting potential, good practice and high level challenge, already challenge, organically grown and do this. <i>KB confirmed relationships are strong already discussed ahead if needed.</i></p> <p>Foundation governor needs confirming, CEO ran through names and potentials of appointment, further detail given around values of a foundation governor. To confirm new joins going forward are foundation vacancies.</p> <p>Unions, no funding available. Action CH to approach the Unions, Steve Bar, answer is no.</p>
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6	<p>Finance</p> <p>Risk management / Data protection</p>	<p>P1, end of Sept, on budget, surplus discussed and any school which is not in surplus. Invoices discussed and knock on impact they had.</p> <p>Onboarding costs discussed and the impact. Overall won't be an impact, just this month looks as a deficit.</p> <p>Income and expenditure. Onboarding costs and finalisations not included in final budget, reason why, net impact is zero.</p> <p>Sensory garden expenditure discussed.</p> <p>Year end audit, details discussed, no other feedback really positive.</p> <p>Reserves discussed, surplus end of year per school discussed.</p> <p>CIF appeal discussed, unsuccessful.</p> <p>Interest discussed on bank account, and balance.</p> <p>Reserves and cash is positive.</p> <p>Budget to be approved for All Saints, academic year changed, conversion rate and impact and budget balances. Formal approval needed, <i>KB questioned estates at RC, any other new schools and estates costs to mention?</i> SCo confirmed no more costs on estates for new joins known.</p> <p>D notices discussed and other works discussed, however highlights are normally shared, windows at RC discussed.</p> <p>CIF bids discussed and rejections, <i>KB discussed the impacts of estates not being repaired, quotes needed, AB questioned around PTA potential input? KB commented that it would be a reserves item, SCo gave detail around reserves.</i></p> <p><i>CBS discussed one company he found during solar panel work and this could be a lead.</i> Further detail discussed regarding topslice. <i>MHC questioned loan from the Trust and schools repay, as a potential idea.</i></p> <p>GAG pooled reserves money potential discussed, <i>CH commented as an idea on a bid process for all schools, bid for central pool funds / reserves.</i></p> <p>Accountability and premises discussion continued. Bigger overarching discussion for away day, involvement levels per school and processes also discussed.</p> <p>Potential to intermediate fix any estates where possible quote, and further report / quote of the long term fix, repair and replace, and then in summer reevaluate and CIF bid further process, central estates potential, share resources etc, loan and repayment to Trust. Action for away day to discuss and finalise a plan going forward.</p> <p>Further estates discussed in regard to boilers and across the schools in total along with CIF appeals, all recognised have discussed during previous meetings / has been flagged on previous action points. CEO questioned next steps around maintaining premises, discussion around Entrust and manufacture RC boiler visit in hand.</p> <p>FAR / asset management plan to be further discussed.</p>
7	<p>People Development and Management</p> <p>Includes: Human Resources, Recruitment and Retention, CPD, Capacity and Succession planning, Wellbeing, Partnerships</p>	<p>Flexible working discussion, values discussed, CEO questioned the process, <i>CH suggested Heads to do this admin, school manage it once policy in place, all agreed, consistent approach is flexibility and fairness. Time off policy, check meets the need, Heads given direction to implement what's already existing, unpaid leave and value / concept. CH to be part of SLT to give detail on this. CBS commented on logging total running days.</i></p>
8	<p>Organisational Development and Management / Vision, Culture Ethos / Christian Distinctiveness / Growth</p>	<p>Covered above and below also.</p>
9	<p>Leadership Development and management (Leadership and Governance)</p>	<p>Discussion took place during previous meetings and action points around central team running / management capacity, the away day will enable time for further plans to be discussed. Action for away day discuss.</p> <p><i>Long service award CH confirmed, 30 years total service, 25 years Staffordshire council. Action - FAR further detail to be confirmed.</i></p>

		New member discussed from the Diocese, Reverend Micheal Metcalf, discussed. Reverend Simon Davies, Heather Bowman, David Grewer and vacancy. Articles association discussed changes that have been made.
10	Policy Updates	No objections AB mentioned title changes and policies that were due in April, NS in process of this. JB commented on timings and reasons behind this. Discussion around NS hours...
11	Review information / recommendations from LGCs to the board.	Feedback given no formal response required. Action for TH, strategy away day, discussion point for estates.
12	Reflection - What have we achieved in this meeting that will improve outcomes for the staff and learners in our Trust?	Estates Data scrutiny Ofsted Governance model Finance Unions Director memberships Growth, central and whole trust Away day
	AOB	Add safeguarding to agenda going forward - action. <i>MHC commented on process and practice going forward, CG commented that is current process.</i> SCR - process discussed and LGC / link governor. PH reminded all to do training courses - complete if not done so already. Spring term employee rights bill - CH raised as a point at spring term, think and plan, additional meeting. Action meeting date to set in Spring. Formal goodbye led by PH, and thanks to minute for CBS the celebrations and successes he has brought to the Trust, thankyou! All agreed and wished well and reflected upon their time together.

Signed..... Date

Actions arising Directors & FAR 5.7.24

Item	Action to be taken	Action by whom	Action by when
5 Audit, Finance and Risk	Action KB speak to parish council for TH, on behalf of, explain the consequences of the boiler / time scales, work together to support	KB	As soon as able / Complete SCo gave further detail of new scope for planned works.
7 Estates, facilities and infrastructure incl. IT	Action discussion of change to IT learning vs traditional, on recent visit, JB share slides to Directors, explore idea.	JB	JB to send as soon as received / close
8 Health & safety / risk	Risk management of H&S - continue culture of awareness, message to Heads please add minimal. CG to action.	CG	As soon as able / close
8 Health & safety / risk	SC to show NS Parago system.	SC / NS	As soon as able / close
6 CEO update (action carried forward Direcs 19.4)	CG action, need to look at running the central team on proposed new model of central team taking into account new join schools, discuss with Directors, ongoing.	CG	Trust development plan on going and beyond - KB questioned around management admin / central role - away day ongoing plan

6 CEO update (action carried forward Direcs 19.4)	Long service award, need to talk through and suggest September onwards, checking long service is ongoing. Add to the next FAR meeting.	CG	FAR agenda finalise detail / completed
5. Audit, Finance and Risk (action carried forward 15.3 FAR)	IT Action corporate memory of what has been done well, capture. Action StaffsTech / Switchshop, to review and decide due diligence contracts. Action contracts and when they are ending and options going forward.	PH / JB / IT contractors	Ongoing PH gave detail / Gemini / co pilot if not - all agreed
5. Audit, Finance and Risk (action carried forward 15.3 FAR)	IT PH confirmed action of a yearly review needed. All confirm add to risk register as a regular / annual action	All	Ongoing Review in agenda further detail
5. Audit, Finance and Risk (action carried forward 15.3 FAR)	Cyber security, as a business continuity plan needs to be reviewed and a plan put in place, look into options, it is a priority to do this.	Central / all	Ongoing Review in agenda further detail

Actions arising 18/10/24

Item	Action to be taken	Action by whom	Action by when
6 CEO update (action carried forward)	CG action, need to look at running the central team on proposed new model of central team taking into account new join schools, discuss with Directors, ongoing.	CG	Trust development plan on going and beyond - KB questioned around management admin / central role - PLANNED IN FOR away day 2025
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5.CEO reports	Unions, no funding available. Action CH to approach the Unions, Steve Bar, answer is no.	CH	Asap
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5.CEO reports	Inset day consultation results JB of share further and with CH	JB	Asap
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6. Finance	Potential to intermediate fix any estates where possible quote, and further report / quote of the long term fix, repair and replace, and then in summer reevaluate and CIF bid further process, central estates potential, share resources etc, loan and repayment to Trust. Action for away day to discuss and finalise a plan going forward.	All	Away day 2025
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6. Finance	IT policy, cyber security, phishing tests and IT suppliers.	All / IT lead	Asap
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9. Leadership development	Long service award CH confirmed, 30 years total service, 25 years Staffordshire council. Action FAR further detail to be confirmed.	CH	Asap / meeting date to be decided
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11. LGC	The Howard (prompted) discussion needed at away day and to feedback to all LGC, process for estates / premises risks, contingency and capital pot questioned / how to fund for emergencies?	All	Away day 2025
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