

**Minutes of the Directors meeting
29 September 2023,
8am, Richard Crosse/Google Meet**

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| Documents circulated prior to the meeting | <p>All finance papers sent separately by Shanie</p> <p>All policies papers sent separately by Jacqui</p> <p>CEO report</p> <p>Directors code of conduct review</p> <p>Scheme of delegation review</p> <p>SIAMS evaluation</p> <p>Skills Matrix survey</p> <p>DPO report</p> <p>Policies for review</p> |
| Attendees | <p>Charlene Gethin, Jacqui Bowman, Shanie Cole, Angela Burns, Mr C B Smith, Mrs C Humphries, Mrs H Bowman, Kevin Borg, Lisa Canton, Mrs M Havelock-Crozier, Mr P Halifax, Mrs S Cockayne</p> |

| | Agenda Item Title | Minutes |
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| 1 | Prayer | <p>Shared together.</p> <p>Subsequent discussions were held including congratulations to JW and his team for Ofsted outstanding rating for St Marys, it was emotional and for all the Heads it feels very personal for them. CG to support Heads through this high stakes process.</p> <p>PR and publicity discussed in all 4 areas to benefit all schools.</p> <p>CG thanked the Directors.</p> <p>Trust Curriculum is Outstanding (now from Ofsted rating confirmed.)</p> <p>CG confirmed that staff plans are in place to ensure cover as a member of staff is absent and Anson have ensured that reading books are appropriate - on the back of St Marys Ofsted and staff absence.</p> |
| 2 | Membership | <p>Directors membership was discussed - joint chairs approved. This impact of this will be less time pressures. The appointments are for Mr Peter Halifax, nominated for business and commercial IT and Mr Kev Borg nominated for and leadership, curriculum, standards.</p> <p>All nominations approved</p> <p>Peter Halifax and/ Kev Borg voted to be joint chair of Directors.</p> <p>To note Heather has been appointed as a Member.</p> |

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| | | <p>Re-appointments All directors due for re-election are happy to be re-appointed. Charles, Peter, Mel, Sue and Caroline have terms of office until 2027. When Charles stands down to move house he will consider becoming a Member.</p> |
| 3 | Apologies | No apologies received. |
| 4 | Pecuniary Interest, Statements of Assurance | No updates. All completed / updated at the beginning of the year. |
| 5 | Minutes from previous meeting | Signed. Confidential Ofsted rating share. |
| 6 | Feedback from curriculum and standards committee and any points 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>Directors discussed Data positives and received an attendance update - above national across the board. Vision and values – receive recommendation to ratify from C&S Scheme of Delegation update – ratified SIAMS evaluation - receive recommendation to ratify from C&S</p> <p>Update from the C&S committee: The C&S was a super meeting. Heads spoke phenomenally well. Headteachers Reports have been shared with Directors and were talked to. Assessment data is positive and where there are any anomalies, cohort specific information and case studies are provided. All details provided to LGC and Directors if we receive an Ofsted call.</p> <p>Attendance update, 2 years ago the attendance policy was updated. There wasn't an appetite to reduce 'sessions;' for penalty notice. This was recommended at SMs LGC and CG presented this to Directors. It was approved. Directors discussed communications and the time is now right to do this. Parents know how important this is now due to significant communications from Headteachers and the media. CG to circulate for half term that a penalty notice be issued on the first day of an unauthorised absence in line with the Local authority code of conduct for attendance. This is a National agenda and so this communication should not be not shocking to families. <i>Q. Is it only holiday impacting attendance? No.</i></p> <p>Vision / values received C&S ratified it. Recommendation all happy.</p> <p>Scheme of delegation C&S ratified Christian distinctiveness section.</p> <p>CG and SC ensured that the Scheme of delegation levels matched procurement policy, some changes made. Approved.</p> <p>SIAMS evaluation, CG met with Heads to update. The Trust is now inspected with the schools Directors were notified that if they are part of the SIAMS inspection this document is their Crib sheet.</p> <p>Flower power demonstrated the Trust impact in the community, used across all schools in the first weeks of term, the author came into school and it was really powerful.</p> |
| 7 | Finance Relevant CEO sections Risk management | <p>Finance Period 11. (out of date already now at point of meeting) SC led conversation. Figures discussed and scrutinised across the Trust. Period 12 figures are still being finalised as part of the audit (currently taking place). No adjustments currently and year end prediction shared but waiting on feedback from audit team. Howard works were able to be capitalised upon.</p> |

Data protection

Audit has gone well, if anything significant to raise this would have been flagged by now. First year detail of 2 weeks and vs this year of one year. Audit has gone well. *CEO huge thanks to Shanie, a phenomenal amount of work. Thankyou!*

Support staff pay award discussed, this has not yet been announced, when announced have to back pay from 1st April, chose not to accrue the amounts that relate to the year that is being audited, so it hits this year's accounts, if pay award goes ahead, approx. £ figure discussed, end up coming in this year but relates to last year, decision needed on how to accrue, either impacts last year's numbers or means over budget in this year's numbers.
We should (accrue for transparency purposes)

To rectify one year will have to take a double impact.

Concern break even as is, with wanting to grow, will it flag we ended in deficit. *Not sure, if looking for examples when further schools join, budget deliverance are the optics of it.*

Draft budget for this year - pay award has been put in but doesn't account for back pay, accrue money in last year's figures as it impacts last year's numbers but if it is included in this year's impacts highlighted.

Could put it into budget for following year. Following year can add in. Best practice is to accrue it, but understand the Trust want to break even. However, it should be in the right year.

Accrue periods April - August.

Directors agreed to include it in the correct year (22/23). If the deficit position is challenged, we can explain it.

The decision around Ranton will be when audited accounts will have been agreed. However, with an approx. larger budget, it is a small deficit. If in doubt do the right thing.

TCAF bid has been submitted. Money will make a difference if we get this bid. Positive thinking.

CIF bid successful on the Howard hasn't started officially, Barkers carried out the tender process on our behalf.

Directors approve recommended appointed contractor who provided the lowest quote, L Derby & Son. £xx figure of funding to be received with £xx contribution from reserves of the MAT.

Finance Anson meeting - anything Directors know anything that may impact their school, possibly spoken about but doesn't get down to the school as quickly as they think, Shanie has dates in the calendar now and already does talk to school if any questions come up and are put forward and last minute. CEO - its managing workload and calendar.

Deficit concern at Anson, now school understand better finance process they are questioning more.

CEO - Facilities time payment was discussed and whilst not for Directors to approve support for PHRP was useful.

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| | | <p>Directors decided to review at the next meeting after the School change forum.</p> <p>RAAC was discussed. CG shared analysis such as the visual checks of blocks. The DFE states not to pay specialists for surveys (roofing surveys conducted last September). CG has written to the Diocese with the analysis document, to satisfy ourselves if full surveys would be needed. We have been reassured and have not been contacted directly / not on list, the diocese is said unlikely, confirmation not in the roofs, walls and floors and nothing looks like the photos. If something critical hopefully would be raised directly. <i>If a parent says is there a RAAC danger?</i></p> <p>Full survey last year on roofs and no, any checks or guidance has been followed, CGC surveys have not been referenced, asked / looked for concrete vs brickwork.</p> <p>Risk Management - no changes to risk register. RAAC added on.</p> <p>Decarb - in CEO meeting notes up to date, working policy and action plan.</p> <p>DPO - report has been shared in folder.</p> <p>Mr K Borg joined and agreed to be joint chair.</p> <p>Mr C Bradshaw Smith joined the meeting and formally recorded he is happy to continue until he formally moves.</p> |
| 8 | <p>People Development and Management Includes: Human Resources, Recruitment and Retention, CPD, Capacity and Succession planning, Wellbeing, Partnerships</p> | <p>People development – SENCO is conducting and doing an amazing job. Discussed the statutory and strategic review coming up. Directors agreed Heads / SENCO champion will conduct the 'on the ground' work. We will review after a couple of months.</p> <p><i>Director asks around the workload is it manageable / financial point of view also?</i></p> <p>EB used to be in the role and line managed SENCO staff also. It is easier to manage internally for continuity purposes and continued support to the children.</p> <p>Caroline looked at our HR policies and feedback for TUPE process.</p> <p>TUPE was discussed and if there were any measures needed and the process for this.</p> <p>Discussed whether to accept newly agreed LA policies to (align with the LA policies) which have just been agreed with trade unions, and go with all of them across the Trust.</p> <p><i>Director - The Mease just joined, diplomatic and respectful way to go to adopt new improved policies.</i></p> <p>CEO outlined if through the unions / HR providers we know Trust policies are protected; Trust policies have been adjusted over time.</p> <p><i>Directors discussed the on boarding process of give and take - best practice and compliance, we cannot grow Trust with every school having bespoke policies. Best practice with the Trust is to have a suite of policies.</i></p> <p><i>Director - Policies / guidance is great but comes into play when needed only, most the time, incremental process.</i></p> |

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| | | <p>Directors discussed absence and time off policies and agreed to adopt the LA in time – Directors to identify the right time to do this with training and detail.</p> <p><i>Director - Do the right thing even if it means harder work to future proof our needs. We can comply but can also reference old policy, tweaks to best practices as and when needed.</i></p> <p>SCC meeting able to adapt the absence policy and will train staff by a certain date / February. Informed decision over time.</p> |
| 9 | Organisational Development and Management / Vision, Culture Ethos / Christian Distinctiveness / Growth | Points 7/8/9 discussions overlapped. |
| 10 | Leadership Development and management (Leadership and Governance) | <p>All approved.</p> <p>Satisfied cyber security from Staffs tech</p> <p>Safeguarding referrals (none, questioned by KG) and C&S update on potential bullying policy, restorative justice work and policy application has been a positive way forward.</p> |
| 11 | Policy Updates | <p>Allegations Against Staff Behaviour & Discipline Complaints Disciplinary Grievance Child on Child Abuse Pay Pupil Premium Remote Education Safeguarding Sex & Relationship Education Supporting Pupils with Medical Conditions SEND</p> <p>Policies, the annual list is the longer list. Pay policy, pay points updated after known agreed amount (next year's policies) Teachers, to be confirmed by November.</p> |
| 12 | Review information / recommendations from LGCs to the board. See CEO report: | <p>Really good LGC meetings, General feedback: changes to attendance policy. RC competent chair questions around finance and GAG, sensible questions, pupil numbers explanation satisfied Governors. Safeguarding sensible conversation. Dogs in school's policies, resend out risk assessments across all. Insurance in place. Reassurances are being put in place. CEO will feedback to Anson. All points already covered across all schools.</p> |
| 13 | Reflection - What have we achieved in this meeting that will improve outcomes for the staff and learners in our Trust? | <p>Reflections as below: Attendance across the Trust, Securing IT and cyber security - Safeguarding, TUPE process transfer, Finances / plans, (RAAC) satisfied.</p> |
| 14 | Any other business | <p>AOB - Charlene's hours - no solution in current size, Ofsted week, all ok, and grateful. Peter - IT</p> |

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| | | <p>Guest access DfE guidance is vague, safeguarding point of view, authorised account should be filtered, disadvantage of this is installing a certificate, if you have a padlock you need the certificate. Directors discussed all the different proposed ways of doing this. Where do we stand on safeguarding angle? Agree period for guest account? Guests, students and corporate. Logic behind, different rules on different networks. Less damage not as much access.</p> <p>Audit trail, every document, web package visited it would be kept. Time scale would need to be checked.</p> <p>Agreed to ask to apply for a certificate and ensure we have a time limited log.</p> <p>Plan to move to Google cloud, not at the stage where all machines are chrome book, at least 50/50 split between chrome books and windows. Servers run on windows end of October run over. Move to google authenticator move October half term.</p> <p>All staff have a Chromebook, white rose maths, does not work on a Chromebook, Monster phonics also.</p> <p>Peter - costs summarise, send to Directors. (Move away from the server is a positive. Costs involved Staffs tech, not BAU. Bring Anson and The Mease.)</p> |
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Signed..... Date

| Item | Action to be taken | Action by whom | Action by when |
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| 1 | PR to be sent to local media outlets for St Marys Ofsted rating | NS/JB | ASAP October 2023 |
| 14 | Summarise costs of IT discussion and send it to Directors, along with recommendation. Decision to be made on next steps to move to Google cloud for the Trust. | Peter | ASAP October 2023 |