

AGM Minutes: Members and Directors
19 December 2018 8am

Attendees : Mr P Lovern (PL) (Executive Head), Rev S Davis (SD) (Member), Mr C Hopkins (CHo) (Chair of Members, Director), Mr D Grewer (DG) (Member), Mrs H Bowman (HB) (Chair of Directors), Mrs S Cockayne (SC) (Director), Mr P Halifax (PH) (Vice-Chair of Directors), Mrs M Havelock-Crozier (MHC) (Vice-Chair of Directors), Mrs A Hodgson (AHod) (Director of Business Operations), Mrs C Humphries (CH) (Director), Mrs J Smith (JS) (Director), Mr G Wood (GW) (Director)

Clerk: Mrs A Howard (AH)

RC: Richard Crosse

SM: St Mary's

HP: Howard Primary

KPI: Key Performance Indicator

SEN: Special Educational Needs

HT: Headteacher

SCITT: School-centred initial teacher training

CIF: Condition Improvement Funding

RSC: Regional Schools Commission

1. **Welcome, Prayer** - CHo welcomed everyone to the meeting and led the prayer.
2. **Apologies** - Ms C Shaw (CS) (Member)
3. **Pecuniary Interest** - Members and a Director updated their Pecuniary Interest forms.
4. **Minutes of last meetings** - The minutes of the last Members' and Directors' meeting of 4 July were agreed as a true copy by Members (Directors had already approved these), with no matters arising, and were signed by Rev Davis.
5. **Directors'/Trustees' Report** - The report had been emailed to Members and Directors before the meeting. PL talked about the strategic goals of TSSMAT, with a focus on the system of governance and ensuring a high quality of education. He considered that the MAT is now in a strong position with a good administrative system, excellent staff appointments and high standards, reflected in two successful Ofsted inspections. KPIs refer to expert teachers, extracurricular activities, specialist support (although there is not enough funding provided for this and also a time lag in receiving necessary funding for SEN pupils) and also the provision of a broad and balanced curriculum. As is the case with many schools, there are budget issues, but TSSMAT is financially viable and there have been successful internal and external financial audits. The ratio of staff costs to income is 80% and the ratio of non-staff costs to income is 17%. Attendance at the three schools is around the target of 97%; attendance at SM was below this due to a number of traveller children at the school. Questionnaires on parents' views showed an excellent degree of positivity and 100% of staff said they were proud to be a member of staff at TSSMAT. DG commented that it was important that Directors consider the responses relating to behaviour and bullying, as the satisfaction percentage was lower for these two issues; PL confirmed that steps had been taken and the situation at TH last year contributed to these responses. With regards to Trust growth, Anson School will be joining TSSMAT on 1 April 2019.

In a review of activities, PL gave details of the development of the leadership team; the appointment of the HT at TH has enhanced the leadership and she is also working outside the MAT

giving training and advice to the local SCITT programme and priority support schools. There have been some fluctuations in staffing but good NQTs have been employed who are being mentored. There were two successful Ofsted inspections and Directors were thanked for their contributions to these.

With regards to standards at TSSMAT, PL talked through results at the three schools. At Foundation level, RC was above the national average, SM below (with a number of SEN pupils) and TH good; for Phonic screening, RC was good, SM below and TH much improved due to the input of the new HT. Results at KS1 showed that RC was good, SM in line with national averages and TH below. At KS2 RC had pleasing results on the whole, although Maths results were disappointing (Maths is a focus for the whole school, particularly with regards to reasoning and problem solving); there were positive progress measures. SM had pleasing results and TH's results were much improved, although the progress measures were affected by over-inflated results at KS1. DG said that RC results were showing that the school was good with outstanding features due to the progress measures and this needs to be improved if the school is to retain its outstanding rating. PL confirmed that the HTs had explicit targets (a high target of 20% at RC to achieve greater depth, which is well above the national average) and made presentations each term to Directors showing the progress measures. SD asked about strategies for embedding mastery and PL said this was embedded in planning, using the growth mindset programme, and TSSMAT took the approach of ensuring real depth of mastery for high achieving children before moving on to the next year group's objectives.

6. **Approval of Annual Finance Accounts for the period 1 September 2017 - 31 August 2018** - AHod presented the accounts (which had been emailed to Members and Directors) which were over-inflated by the presence of CIF money in the account and showed income of nearly £2.27 million compared to just under £1.4 million last year. Expenditure this year was £1.67 million, compared to £1.61 million in 2017; staff costs this year were £1.28 million compared to £1.26 million last year. Net assets including pension scheme liabilities were £1.429 million, with £173,000 in reserves. The balance sheet showed a break-even, with £219 of reserves used over the year. SD asked about future projections, as there will be challenges in the future. AHod was congratulated on the break-even balance and the accounts were formally received and approved.
7. **CEO Remuneration** - *Confidential Item*. CHo thanked the CEO and the school leaders for all their work.
8. **Appointment of Auditors** - Moore Stephens has now been taken over by Mitten Clarke. As the three-year contract is coming to an end, it was decided to go out to tender next term to decide on the next contract.
9. **Directors eligible for re-appointment** - There are no vacancies at present but many Directors' term of office come to an end in 2019.
10. **Any other business** - SD asked about pupil numbers for next year and PL confirmed that at present they are looking a bit low, but the closing date has not been reached yet. *Confidential Item*. PL reported that he has been working collaboratively with Anson, including carrying out the performance management of the HT. Anson will have a local governing body with delegated powers, money will be top-sliced for the services of the CEO, office administration, CPD and general support. Anson's presence on the Directors' Board will be discussed by Directors.

Signed..... Date

Colin Hopkins - Chair of Members