

Minutes of Directors' Meeting 19 December 2018 (following AGM)

Attendees : Mr P Lovern (PL) (Executive Head), 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), Mr C Hopkins (CHo) (Director), Mrs C Humphries (CH) (Director), Mrs J Smith (JS) (Director), Mr G Wood (GW) (Director).

Also Mr D Grewer (Member)

Clerk: Mrs A Howard (AH)

RC: Richard Crosse

SM: St Mary's

TH: The Howard

PPA: Planning, preparation and assessment

KPIs: Key Performance Indicators

HT: Headteacher

1. **Minutes of last meeting** - The minutes of the Directors' meeting held on 30.11.18 were agreed as a true copy; these were signed by HB. Confidential items were identified.
2. **Finance - November accounts** AHod reported on the accounts for the year to date in November, showing that income had been budgeted for £379,000 but was now £399,000. There was some variance on trips, Care Club, music, numbers in nursery, and also in catering which had cost an extra £2000 more than budgeted for, whilst income year to date was down by £4000. A review of catering is being undertaken to determine the underlying cause and make recommendations for improvements. Although staff costs looked to be under budget, there is the pay rise to be included from next month. The overall budget for the year to date was showing a deficit of £7000 against a budgeted deficit of £17,000 and AHod was congratulated for her hard work on this.
Staff pay/restructuring *Confidential Item*
Finance committee/Audit and Risk committee Following the recommendation of the DfE that TSSMAT should have these committees, this will be discussed at the next meeting.
3. **Trust Growth** - *Confidential Item*
4. **KPIs** - GW briefly showed Directors the Strategic Objectives (Standards, Finance, HR, Trust estate, Trust growth and Governance) and the ways of measuring these. The original KPIs and shorter list of Strategic Objectives will be sent out to Directors for consideration.
5. **Parental Complaints** - This will be considered further after Christmas once the parent's reply has been received.
6. **Policy Updates** - The following policies have been reviewed by Directors and approved, with JS recommending slight amendments to Mrs J Bowman:

Business Continuity, Central Services Recharge Policy, Equality, Fire Safety, GDPR Monitoring, Lockdown, Managing Attendance at Work, Maternity, Paternity & Parental Leave, Pupil Premium, Record Retention, Water Management

7. **Any Other Business** - A possible Directors' meeting in January was mooted, but PL is away on jury service. PL reported that Mr John Bowman has offered to commission a sculptural cross for the new classroom. There is no funding available from the school budget, but Directors thanked Mr Bowman and accepted his very kind offer. Mr Bowman will approach the craftsman and pupils will be involved in the design of this.

Dates of next meetings –

(Directors' and Members' Meetings are held at Richard Crosse)

Directors meetings

- 1 February
- 15 March
- 10 May
- 14 June
- 12 July

Members meetings

- 6 March
- 3 July

LAG meetings

- 4 March 2019 4pm at SM
- 1 July 4pm at TH

Signed.....

Date

Heather Bowman – Chair of Directors

Item	Action to be taken	Action by whom	Action by when
2	<i>Confidential Item</i>	PL/HB	1/2/19
2	Discuss new Finance/Audit and Risk Committees	Directors	1/2/19
3	<i>Confidential Item</i>	Directors	1/2/19
4	Read through KPIs and Strategic Objectives	GW/Directors	1/2/19