

Minutes of Directors' Meeting 24 October 2018 8am

Attendees : Mr P Lovern (PL) (Executive Head), Mrs H Bowman (HB) (Chair of Directors) (part of the meeting), Mrs S Cockayne (SC) (Director), Mrs M Havelock-Crozier (MHC) (Vice-Chair of Directors), Mrs A Hodgson (AHod) (Director of Business Operations), Mr G Wood (GW) (Director).

Also Mr Ben Crutchley (Parent at TH) for Item 5; Mr Chris Whiting (Accountant) for Item 10.

Clerk: Mrs A Howard (AH)

RC: Richard Crosse

SM: St Mary's

TH: The Howard

PAN: Planned Admission Number

KPIs: Key Performance Indicators

GDPR: General Data Protection Regulation

1. **Prayer** - PL started the meeting with a prayer.
2. **Apologies** - Mr P Halifax (PH) (Vice-Chair of Directors), Mr C Hopkins (CHo) (Director), Mrs C Humphries (CH) (Director), Mrs J Smith (JS) (Director). AH will update the attendance register.
3. **Pecuniary Interest** - All Directors have reviewed their pecuniary interests and some changes were made at the meeting. AH will put the updated register on the website.
4. **Minutes of last meeting** - The minutes of the Directors' meeting held on 28.9.18 were agreed as a true copy; these were signed by HB. Actions were agreed as completed or to be discussed on the agenda. There were no confidential items.
5. **Howard Classroom** - Ben Crutchley, a parent at TH, made a presentation to the Directors about raising money for the new classroom. He explained that parents, villagers and friends of the school have already made a great contribution, raising £35,000 in the first year and £15,000 in the second year; this has been through a variety of events and a great deal of support. Planning permission for the classroom has now been received and thanks were given to an architect and his company who allowed him time to put the application and plans together. A quantity surveyor has also offered time to help with the project and there have been offers of concrete and flooring at cost. Mr Crutchley thought that another £35,000 would be raised by villagers, parents and friends this year from events including a bike ride from the French village twinned with Elford. The cost of the project has been estimated to be around £150,000 and Mr Crutchley asked Directors to consider pledging another £40-50,000 in addition to the £25,000 already pledged, in order to have the new classroom in place by September 2020. An open evening for parents to explain developments is planned for the first week of December.

GW asked PL to re-state the need for the classroom and PL explained that the additional classroom would enable the school to have a nursery; this would encourage more children to attend the school as children attending nursery nearly always continue on at the school. This would increase revenue to the school and also enable there to be a better class structure with four classes, as is the case at RC and SM. Therefore the gain to TSSMAT would be an increase in recruitment of pupils and an improvement in teaching and learning. PL recommended that the PAN should remain at 12, so the aim would be to have 84 pupils. SC commented on the number of new houses being built in the village, so an increase in the number of pupils could be expected.

GW thanked Mr Crutchley for his presentation and said that Directors appreciated the strategic need for extra space at TH. However, there is less money coming into the school budget, with extra staffing costs expected. This had to be weighed against extra income coming in from a Nursery. Mr

Crutchley said that if TSSMAT finances were difficult, the planned end-date could be postponed; he was thanked for all the hard work involved in raising such a significant amount of money.

This matter was discussed further as part of the Finance item below.

6. **Trust Growth** - PL confirmed that Anson School will be joining TSSMAT and quotes from various solicitors for the conversion work will be sought. The DfE were happy with most aspects of the TSSMAT submission, but asked for slight changes to Governance in terms of the make-up of the Members and Directors boards. PL has approached various schools, but with regards to Trust Sponsorship he decided that a suggested school would not be suitable for consideration to join TSSMAT. AHod has attended a conference when 'measured growth' was now being advocated.
7. **Premises** - The work at RC is going well. There have been some problems with the new boiler at SM, but these are being rectified.
8. **KPIs 2018-2019** - PL presented the proposed KPIs for the coming year, with sections on Standards, Finance, Human Resources, Trust Estate, Trust Growth and Governance. These will be sent out to Directors. With regard to Governance, PL asked Directors particularly to think about Succession as their terms of office are due to finish at the end of July 2019.
9. **SEN** - Directors had received and noted the SEN report. The SENCO was thanked for her report and all her hard work.
10. **Finance** - End of Year Outturn Chris Whiting and AHod joined the meeting to present the end of year accounts, showing a £9125 operating surplus for the year. CIF funding for the work at SM is included, showing the income and expenditure on the project; however, the CIF-funded work at RC is accounted for differently, as the Diocese owns the land. There are still some pension adjustments to be made before the accounts are signed off at the end of the year.
Profit Bridge from Budget 17/18 to actuals 17/18 Chris Whiting talked through the reconciliation of budget to 2017/18 surplus, explaining the extra costs and additional savings made over the year, which included an increase in Free School Meals allocations, Sports Premium funding and an increase in uptake of the Care Club and Nursery. These increases often appear later in the year and make it difficult to estimate the budget in advance. If Pupil Premium children leave the school, funding for this is lost immediately and, again, is difficult to predict. In future, reporting will present the three (to be four) schools separately for greater clarity.
Audit The auditors' visit raised a small number of queries regarding administrative issues and notes, which will be dealt with; the auditors commented that TSSMAT had the fewest number of 'recommendations for action' of any Trust they had audited.
Directors were informed of the increase in employers' contributions to teachers' pensions from 16% to over 23% from April 2019. Although the Government has agreed to fully fund this increase, it is not certain how long this will last. AHod showed how this increase, together with the teachers' pay increase, could impact on TSSMAT finances in the future.
Chris Whiting was thanked for attending the meeting and for his support.
Risk Register This will be sent out to Directors to review.
Gift Register GW will review the Gift Register.
Business Charge Card expenses GW will review and sign off the Business Charge Card expenses.

With regards to the finances and the request for funding for the classroom at TH, GW asked AHod to consider the effect of depreciation on the finances. It was agreed that the work would have to go out to tender, despite parents offering their services at reduced cost. A suggestion was made to approach Elford Parish Council with a view to gaining Section 106 funding when new houses are built. PL is very keen that the new classroom is built at TH, as he sees it making a great difference to the school, *confidential item*. As there was a small number of Directors present, it was agreed that GW and AHod will present an item on the request for funding the new classroom at the next Directors' meeting so that a decision could be made; *confidential item*.

11. **Health and Safety** - It was agreed to install a smoke detector in the cellar at RC as per advice from the Fire Risk Assessment.

12. **GDPR** - Finance emails had been hacked and steps were taken to rectify this. Users of TSSMAT email were advised to change their passwords. The relevant authorities had been notified.
13. **Policy Updates** - There were no new policies to update. However Directors will be asked to consult on the Admissions Policies at the three schools as PL suggests that TH should be brought into line with SM and RC, with catchment area children coming before siblings.
14. **Safeguarding** - (This was discussed earlier in the meeting before HB had to leave the meeting.)
Confidential item.
 MHC will be attending a Safeguarding course, the HT at SM is having Safeguarding training and RM will attend a Safeguarding update. The annual Safeguarding audit has been sent to the Local Authority.
15. **Any Other Business** - There was no other business.

Dates of next meetings –

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

Directors meetings

- 30 November
- 12 December (AGM with Members)
- 11 January 2019
- 8 February
- 15 March
- 10 May
- 14 June
- 12 July

Members meetings

- 12 December (AGM with Directors)
- 6 March 2019
- 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
8/10	Send out KPIs and Risk Register to Directors	AH	31/10/18
10	Consider depreciation. Put together presentation on funding new classroom	AHod AHod/GW	30/11/18
11	Take advice on and install smoke detector in cellar at RC	AHod/JBo	30/11/18
14	Invite Sian Carter to meeting Meeting of Complaints Committee	PL SC/GW/CHo; Sian Carter	tba