

**Minutes of Directors' Meeting
28 September 2018 8am**

Attendees : Mr P Lovern (PL) (Executive Head), 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 J Smith (JS) (Director),
Also present for Item 2: N Jarrett (NJ) (Head RC), , R Mills (RM) (Head TH), J Wynn (JW) (Head SM)
Present for Item 13: J Bowman (JBo)
Clerk: Mrs A Howard (AH)

RC: Richard Crosse
SM: St Mary's
TH: The Howard

EYFS: Early Years and Foundation Studies
SEF: Self-Evaluation Form
TA: Teaching Assistant
ARE: Achieving Age-related Expectation
GD: Achieving Greater Depth
GPS: Grammar, Punctuation and Spelling
GDPR: General Data Protection Regulation
PAT: Portable Appliance Testing

1. Welcome and Prayer
2. **Head of School Reports -
Richard Crosse**

NJ presented her report for RC, at the start of a busy day with the MacMillan's coffee morning and the Harvest Festival. There are two new teachers at the school and also a new teacher who is providing continuity by working with a teacher who will be taking maternity leave. NJ's report had been circulated to Directors and she briefly outlined the sporting activities, residentials and work of the volunteers. As the vicar in Kings Bromley has retired, there is not at present a strong link with the church and it is hoped that the Diocese will take steps to rectify this. There has been one instance of verbal bullying and detailed records of any bullying incidents, safeguarding and behaviour issues and GDPR breaches are kept and discussed at weekly staff briefings. PH asked whether the inset week before the start of the autumn term had been useful and NJ confirmed that, although tiring, it had been valuable particularly for new staff and for team-building. PH had noted that many members of staff had been in school over the holidays and expressed thanks for their hard work.

NJ went on to present the data for the summer term, stating that the targets of 80% ARE and 20% GD should be higher and it had been decided to now aim for 90% ARE and 40% GD. In Y1, the previous targets of 80% ARE and 20% GD have been met in Maths and Reading, with Writing and GPS (particularly spelling) lower. Y2 children reached 95% ARE in Writing and Reading and the combined results of 76% ARE and 26% GD were above the National level; the team of staff who worked with this class were congratulated on their hard work. Y3 children also did very well, with 94% ARE and 60% GD in Reading, 89% ARE and 72% GD in Maths. There will be a focus on spelling. Y4 achieved 86% ARE in Writing, Reading and GPS and over 50% GD in these subjects. Moving on to Y5, children reached 92% ARE in Maths and GPS, 54% GD in GPS and 46% GD in Maths, with Reading and Writing slightly lower; Writing will be a focus for this group. Writing and GPS were outstanding in the Y6 SATs results: 100% ARE, 42% GD in Writing, 95% ARE, 52% GD in GPS. Maths and Reading SATs results were also good, with 89% ARE in Maths and 84% ARE, 47% GD in Reading.

However NJ was disappointed that 16% reached GD in Maths and a number of children missed the GD level by one mark. Directors congratulated NJ on an excellent set of SATs results. Directors were shown the Building Blocks progress results, based on teacher assessment, which showed the progress of children in the different classes in Reading, Writing and Maths. CHo asked about external moderation in assessing progress and NJ confirmed that this took place.

The Howard

RM started her report by saying that it had been an eventful summer term, but the school had grown in strength and she valued the support of the MAT. The Ofsted inspection rated the school as good; it was a rigorous two days, but the inspector felt that the SEF was accurate and had faith in the MAT's judgements. The priorities were identified as Maths and Spelling and these will be a focus this year. RM thanked the supportive Friends of TH and a bid is being prepared to raise £11,000 for the environmental area and Forest School. 3 new families have started at the school, 2 children have moved away. The new member of staff running Care Club is doing a great job, one teacher left at the end of the summer term and the pupil she was supporting moved to a special school; a TA moved from TH to RC, but is still the cleaner at TH. This year RM feels there will be consistency with an excellent staff; she will work with Y4 in the mornings. RM thanked the volunteers in school. She said that events and trips are planned, together with parental workshops and theme weeks. There have been a number of extra-curricular activities including Stoke footballers and STEM workshops. The attendance is 98.48%. There was discussion on 2 children who will be away travelling with their family this term and Directors approved the decision to keep them on roll as the school is providing work and weekly school newsletters for them. CHo raised concerns about the safeguarding aspect as the school is still responsible for the children and the school will keep in contact with them and monitor the situation.

RM presented data for the summer term showing that in Y1 Reading and GPS (both 73% ARE, 27% GD) were a strength and 91% reached the expected standard in phonics. However it was an unstable year for this group and there will be a focus on Maths (55% ARE, 9% GD) and GD in Writing (64% ARE, 9% GD). RM will carry out some intervention sessions in the afternoon. There were 5 children in Y2, 60% of whom have SEN or emotional problems; in Maths, Reading and GPS, there were 60% ARE, 20% GD and in Writing 60% ARE and 0% GD. For the Y3 children, Reading was a strength (90% ARE, 27% GD); other results were Writing (73% ARE, 9% GD), Maths (73% ARE, 27%GD), GPS (65% ARE, 9% GD) and there will be a focus on spelling and gaining GD in Writing. The children in Y4 reached 86% ARE in Reading, GPS and Maths and there will be a focus on GD in Writing, GPS and Maths. The six children in Y5 were a strong cohort, with 100% ARE in Reading and Maths, 60% ARE in Writing; they have reached 60% GD in Maths, 40% GD in Writing, but 0% GD in Reading so this will be a focus. Moving on to the SATs results for 10 pupils, these showed 70% ARE in Reading, Writing, GPS and Maths, and 40% GD in Reading, 20% GD in Writing, GPS and Maths. RM showed the progress measures for the different classes; there will be new initiatives to improve progress in Maths across the school. RM was thanked for all her hard work.

St Mary's

JW informed Directors of new teachers at SM and said he was very pleased with the staffing situation at present. There have been new admissions of pupils to the school. His report will be circulated to Directors, but he gave a quick overview of the enrichment activities, outdoor learning, leavers' events, music and sports clubs. Liaison with parents is good. There is at present one safeguarding issue. Support from outside sources e.g. for autism has been received. Attendance is 95.65% and is being monitored. There are excellent links with the village church.

JW presented the data for the summer term, starting with EYFS children showing there were 6 children working slightly below ARE. In Y1, there were 69% ARE and 31% GD in Reading; 69% ARE and 15% GD in Writing; 39% ARE and 0% GD in GPS; 69% ARE and 15% GD in Maths; the targets are Reading and Writing. The nine children in Y2 gained 75% ARE and 25% GD in all subjects. Y3 were a strong cohort, reaching 80% ARE, 47% GD in Reading; 73% ARE, 33% GD in Writing (there will be a push on Writing); 80% ARE, 40% GD in GPS; 80% ARE, 47% GD in Maths. In Y4 there were 89% ARE, 44% GD in Reading; 78% ARE, 22% GD in Writing and GPS; 100% ARE, 44% GD in Maths. Boys'

writing will be a focus. The 12 children in Y5 were a complex group and there were 75% ARE, 25% GD in Reading; 67% ARE, 33% GD in Writing; 75% ARE, 42% GD in GPS; 83% ARE, 42% GD in Maths. The SATs results for 6 pupils were pleasing, with 100% ARE, 50% GD in Reading; 83% ARE, 33% GD in Writing; 67% ARE, 50% GD in GPS; 100% ARE, 17% GD in Maths. The SEN children did well in their tests. The target for this year is to increase GD in Maths. The progress charts showed positive progress. CHO asked about the number of pupils on roll and JW confirmed that the Nursery had brought in more children. JW was thanked for all his hard work with Y6 children and the school.

3. **Apologies** - Mrs H Bowman (HB) (Chair of Directors), Mrs C Humphries (CH) (Director), Mr G Wood (GW) (Director). AH will update the attendance register.
4. **Directors' appointments and responsibilities** - HB was proposed as Chair for this coming year and this was seconded and approved unanimously. PL suggested that Directors may wish to consider whether they wish to take on the position of Chair in the future and MHC agreed that it was important to consider succession planning. It was agreed that it is an onerous unpaid position, but CHO pointed out that it is illegal for the Trust to pay Trustees. PH and MHC agreed to continue as Vice-Chairs. PL informed Directors that when he submitted MAT information to the DfE as part of the request from Anson to join TSSMAT, he was told that there should be an odd number of Directors on the Board. He had asked CHO to continue as Member, as the representative for Kings Bromley, approved by the Diocese, and also asked Colin to take his place on the Board of Directors to make nine Directors in total.
5. **Pecuniary Interest** - Directors reviewed their declarations and signed the annual update.
6. **Minutes of last meeting** - The minutes of the Directors' meeting held on 13.7.18 were reviewed and approved; they were signed by PH. Confidential items will be removed from the public minutes.
7. **Finance** - AHod presented the consolidation of accounts, showing an operating profit of £17,806 for the year. Directors were pleased to hear this, as a deficit had been predicted at the start of the year. This operating profit does not include the adjustments that will be made to the overall profit and loss for items such as depreciation. It also excludes the CIF money, however the SM CIF money will be included in the final profit and loss due to accounting conventions for plant and machinery. The ratio of staff costs to total income is 79%. The team of auditors are now employed by Mitten Clarke, rather than Moore Stephens, but are the same team. PH recommended carrying out a due diligence exercise on the new company. AHod presented the internal audit report, which Directors agreed was very positive, with many areas improved and some minor issues regarding purchasing and pre-authorisation. It was agreed to write off the debt legacy, which was a historical issue involving small amounts of money. There was an issue regarding journals and AHod and the accountant will now sign these off on a regular basis; it was suggested that GW could sample these occasionally. PH congratulated AHod on an excellent audit, which had been rigorous but showed that the TSSMAT system was robust. The accountant was also thanked for his continuing assistance. AHod addressed the issue of the Teachers' pay rise and after discussion Directors agreed that the proposed increases would be implemented across the board, not only for the minimum/maximum points. This will involve an increased cost to TSSMAT of £21,730 over 3 years, which is not covered by the government.
8. **Trust Growth** - PL has submitted information to the DfE supporting the request of Anson School to join TSSMAT and the request will be discussed by the Headteachers' Board on 18 October. PL has approached other schools with a view to joining TSSMAT and there was discussion on schools which may be interested. It was agreed that the name of the MAT might deter certain schools and PL asked Directors to consider other names, which do not limit the MAT to small schools or a certain area. CHO suggested Children First MAT. The Scheme of Delegation was ratified.
9. **Premises** - CIF projects were discussed, with the work on new heating boilers at SM underway. PL plans to do some refurbishment at SM after the work is completed. The start-date for work at RC has been delayed but is now due to start during the week commencing 1 October. Six companies were tendered for this work, but only one responded. It is planned to make CIF bids for the heating system at TH, a flat roof at SM and windows at RC.

10. **Review of Policies** - The following policies had been emailed to Directors to review:
Accountancy, Anti-Fraud, Bereavement, Data Breach, DDA, Director & LAG Expenses, Directors' Code of Conduct, Dyslexia, E-safety, Educational Visits Incident Report Form, Educational Visits, Employee Handbook, Equal Opportunities, Freedom of Information, Homework, Mathematics, Pecuniary Interest, Prevent, Publication Scheme, Risk Management, Safeguarding RC, SM, TH.
There were comments and amendments suggested by CH and JS on the Director & LAG expenses Policy and by JS on Fire Safety; these were discussed and will be passed on to JBo by AH. The policies were ratified with these amendments.
11. **Safeguarding** - An allegation had been made against a member of staff at the end of the summer term. This had been investigated thoroughly and the matter was resolved.
12. **Health and Safety** - JS informed Directors that she had received the latest Health and Safety reports from RC and TH, but not from SM. However she had received an overall report for the three schools. She will go into TH on 1st October to review H&S with the Head and plans to visit the other two schools shortly. PL suggested that JBo, as TSSMAT H&S officer, accompanies her. JS was concerned to hear that there had been an accident in the kitchen at TH and will look further into this. She stressed the importance of prioritising repairs and the need for a caretaker to carefully monitor H&S issues. Directors agreed that JS is a competent person to inspect the folding doors at RC and this will be done as part of the routine testing schedule, instead of an external inspection. Directors also agreed that the theatre lights at RC will be tested during the annual PAT and will not have additional external testing by a specialist contractor as advised by Elite during the last inspections.
13. **GDPR** - JBo gave a presentation to the Board about the need for Directors to be fully aware of GDPR requirements and to ensure that all Directors' business is GDPR compliant from the start. A Director with responsibility for monitoring Data Protection should be named and it was suggested that CH may wish to take on that role.
14. **Any Other Business** - It was agreed that there should be a Directors' meeting in October and the date was set for **Wednesday** 24 October, 8am at Richard Crosse. The Risk Register was discussed and updated.

Dates of next meetings –

(Directors' and Members' Meetings at Richard Crosse, starting 8am)

Directors meetings

28 September
24 October (Wednesday)
30 November
12 December (AGM with Members)
11 January 2019
8 February
15 March
10 May
14 June
12 July

Members meetings

10 October
12 December (AGM with Directors)
6 March 2019
3 July

LAG meetings

8 October 4pm at RC

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
7	Carry out due diligence on new auditors' company	AHod	24/10/18
7	Occasional sampling of journals	GW	28/9/18 onwards
8	Consider new name for MAT	Directors	24/10/18
10	Pass on comments on policies to JBo	AH	24/10/18
12	H&S visit to all schools	JS/JBo	24/10/18
13	Consider taking on GDPR role	CH	24/10/18
14	Note new date for October meeting	Directors	24/10/18