

MINUTES OF THE DIRECTORS' MEETING HELD ON FRIDAY 13 OCTOBER 2017 AT 1.00 P.M. AT THE POD, CANKLOW WOODS PRIMARY SCHOOL

PRESENT

Mr A Richards, Mr M Jennings, Mr P Marshall, Mrs J Turner and Miss A Skelton (left at 2.45 pm).

Also attending were:

Mr J Henderson (CEO), Mr P Haynes (CFO), Mr D Fitzgibbons (Building Surveyor) and Mrs E Ingleby (PA to the Board of Directors)

1/17 APOLOGIES

Apologies for non-attendance had been received from Mr M Moody due to work commitments.

Resolved: That the apologies for absence be accepted from Mr M Moody.

2/17 DECLARATION OF INTEREST

AR declared an interest in being a Director at another MAT.

3/17 ANY OTHER URGENT BUSINESS

It was agreed that the following be discussed at item 9 on the agenda:

-  One confidential item
-  KS2 SATS
-  Reports for Directors' Meetings

4/17 MINUTES/MATTERS ARISING

-  Minutes of the meeting held on 7 July 2017, having been previously circulated, were discussed.
Resolved: That the minutes of the meeting held on 7 July 2017 be confirmed as a true record and signed by the Chair.
-  The following matters arising were discussed:
 -  76/16 – Network Manager (PH) to be discussed at item 7
 -  78/16 – Additional Director – to be discussed at item 7
 -  78/16 – Central budget (confidential) to be discussed at item 5
 -  77/16 – Trust Update (confidential)

Signed

Date

5/17 FINANCE UPDATE

CFO Report

PH presented his report, giving details on individual schools. He raised concerns that 50% of the total schools' balances being held by 2 schools within the Trust. Attention was drawn to the balances of ABP (12.6%), WOP (26.1%), CWPS (18.6%) and WNP (16.1%). Directors felt that schools with high balances needed careful monitoring as the threshold is 8%. The audit of schools will take place w/c 16 October and will last for 3 weeks.

AS asked if governing bodies were informed of the outcome of their budget c/f. PH will be undertaking this and forwarding the information to LGBs but budgets and carry forward figures will be scrutinised at Director level.

PM questioned where the 8% figure is derived from. Discussions took place around reserves. PH said that he challenges in-year balances 3 times a year when budget monitoring is carried out. PM challenged the procedure. PH said that he will request that internal audit make checks on governing body minutes to ensure that governors are given accurate information. AR asked about taking over accounts of individual schools. PH reported that the same two schools as last year have large balances this year. JH and PH felt that new software will hold SBMs to account easier. AR asked if training could be sought to support some SBMs. PH felt that it could be delivered "in house". Directors held a lengthy debate about 8% c/f figure. PH said that 8% is not a target but a maximum. AR felt that that a decision needed to be made as to a range. PM said he felt that behaviour is more important than a figure.

Resolved: Headteachers must present a plan for underspends.

HCSS – PH spoke about the implementation of the system. Directors were informed that training has been undertaken.

Internal Audit – PH reported on the outcomes and said that feedback was mainly positive. It was reported to Directors that DIP and CWPS had the highest number of breaches of procedures. Headteachers and SBMs will be given individual information.

Resolved: That Chair of Governing bodies undertake a check of their school's Single Central Record and sign it off termly.

GDPR – PH spoke about the new Data Protection regulations and said that this would be managed at Trust level. PH will manage this until the appointment of an IT manager.

6/17 SCHOOL IMPROVEMENT

 **Trust Update** – JH spoke about school improvement across the Trust. Directors were informed that the Executive Headteacher at Swinton Fitzwilliam and Brinsworth Manor Junior will leave at Christmas but will continue to work for the Trust 1 day per week.

PM challenged that there is a potential risk to schools within the organisation and suggested that the concerns be raised with the member of staff.

Resolved: That JH speak to the member of staff concerned.

ABP/WOP – JH has concerns over the headteacher returning to school. A discussion was had regarding contingency plans for the two schools.

Signed

Date

KIP – The Trust has invested highly in the school; funding conversion work within the school. JH updated Directors regarding the building. The priority is EYFS/KS1 (Headteacher and SLE supporting 1 day per week)
DIP – IEB implemented (SLE supporting 1 day per week)
SQP – Needs support to raise attainment.

Central Offices – the Trust offices will be moving to WWJI. Work will commence on the bungalow conversion after half term.

7/17 STRATEGIC

Pod Management

JH spoke about the changes to the POD management that were being undertaken.

Additional Director

The Members need to appoint an additional Director.

Associate Members

JH explained the procedure and that it had been discussed with the Trust's solicitors. DF spoke about how this works with land and ownership.

Resolved: To support exploring this further

Members

(MJ resigned from the Board of Members). The members need to appoint 2 additional members.

Academy Development Plan

2017 had been circulated to Directors

School Meals Service

JH spoke about the current provision and had spoken to schools that would be willing to move school meals in house.

Devolved Capital Contributions

Directors felt if schools receive funding under CIF, their Devolved Capital Funding should be paid to the Trust for the subsequent 2 years.

Resolved: To ask schools for 2 years of DCF.

Staffing

Executive Headteacher of Brinsworth Manor Junior and Swinton Fitzwilliam is retiring from her post wef 31 December 2017.

Staffing – Confidential

IT

The Trust is looking at bringing IT in house but this is in its early stage.

HR & Payroll

Signed

Date

The current contract ends on 31 August 2017 and it is intended to bring Payroll and Pensions in house.

Signed

Date

 **CIF Update**

Most of the bids for the Trust have been completed. DF detailed proposals and their management. DF said that some projects have been pushed into term time working. Asbestos removal is to take place at WHJI from Monday 16 October. Directors raised concerns about WHJIs asbestos register in that asbestos has not been removed when stated.

Resolved: That all schools have up-to-date surveys in place.

WNP Kitchen refurbishment is to commence at October half term. DF detailed proposals and their management.

 **Formation of a Finance Committee**

Directors were reminded of the need to form a Finance Committee.

Resolved: That AS, MJ and AR be appointed to the Trust Finance Committee.

8/17 RISK ANALYSIS

 **Risk Register**

PH gave a verbal update.

 **Building Surveyor Report**

DF presented his report at the meeting and spoke about new procedures. He said that schools should have a 5-year plan. The forms that have been issued to schools follow the financial regulations.

An application had been received from CWPS for the supply and construction of a new playground. The estimated cost is £20,000-£40,000 and will be funded from Revenue Funding.

Resolved: That the application be approved.

DF reported that the forms required had not been received from WNP for the toilet refurbishment. JH reported that he had received a letter of concern from the governing body at WNP. It was felt that the letter was misleading as to the costings of the toilets. It was also felt that the original quotation was unrealistic. DF said that he had raised his concerns with CM and DS at WNP and he provided figures for accurate estimates, explaining that allowances had not been made for insurances etc. The governors had requested a meeting with Directors. Information has not been received from the school regarding their tendering process.

 **Compliance/Health & Safety**

DF said that all projects should be assessed. DF and PH are willing to attend governing body meetings to speak to governors about the procedures.

DF is looking into a cloud based facilities management tool which if approved could be rolled out across the Trust for a small annual charge. DF reported that a demonstration had been held at CWPS.

DF reported that he had undertaken selective statutory compliance audits across four Academies within the Trust. Each audit highlighted a number of statutory non-compliance issues. Further audits will be undertaken over the coming months.

Signed

Date

 **School Maintenance**

Following a selective audit of planned and reactive maintenance it was reported that CWPS and WNP have problems that should have been maintained previously by the schools.

 **Tribunal**

JH informed Directors about ABP being taken to tribunal and gave them details about the case. The tribunal is to be held in December. Directors were informed that the matter occurred prior to conversion and after the child had left the school.

 **ACAS**

JH updated the meeting regarding WNP being involved with ACAS. He said that the Trust will contest the case.

 **Directors' Self Evaluation**

EI had distributed self-evaluation forms prior to the meeting. AR will look through them and he said that it proves that the Trust has looked at any gaps in capability.

9/17 ANY OTHER ITEMS OF URGENT BUSINESS

 **Confidential item**

 **KS2 SATS** – JH reported that he is to visit all schools to discuss their SATs results.

 **Reports for Directors' Meetings** - AR requested that all reports for Directors' meetings be sent to EI at least one clear week prior to meetings in order that these can be sent out with the agenda. This will allow Directors the opportunity to read the reports and consider any questions they may wish to raise at the meetings.

10/17 DATES OF FUTURE MEETINGS

Lunch will be provided at 12.30 p.m. for all meetings.

Meetings 2017/18.

Friday 8 December 2017 at 12.30 p.m. for 1.00 p.m. start at the POD, CWPS

Friday 19 January 2018 at 12.30 p.m. for 1.00 p.m. start at the POD, CWPS

Tuesday 6 March 2018 AGM at 6 5.30 for 6.00 p.m. start at WWJI

Friday 9 March 2018 at 12.30 p.m. for 1.00 p.m. start at the POD, CWPS

Friday 18 May 2018 at 12.30 p.m. for 1.00 p.m. start at the POD, CWPS

Friday 6 July 2018 at 12.30 p.m. for 1.00 p.m. start at the POD, CWPS

Signed

Date