

Meeting of the Trust Board of Directors

6.30 pm Tuesday 22nd March 2016
Venue: Marshwood Primary Academy

MINUTES

Initials	Name	
BA	Barry Allsop	Marshwood/Foundation
NW	Nigel Whitaker	Mrs Ethelston's/Foundation
AR	Andrea Rice	CEO
CH	Carol Humphreys (Chair)	St Andrew's/Foundation

Item no	Item	Action
160322-1	Welcome & Apologies Apologies were received from NW.	
160322-3	Declarations of Pecuniary Interests & Eligibility No interests to declare.	
160322-4	Confidentiality & Register of attendance The confidentiality statement was on the Attendance Sheet signed by all attendees.	
160322-5	<u>Minutes</u> of the Directors meeting held on 9/02/2016. Part one and Part two minutes were noted and agreed as an accurate record. Matters arising i) Ethos committee meeting arranged April 19 th ii) Risk Register to be reviewed next meeting	
	<u>Strategic Items</u>	
160322-6	i) <u>Appointment of directors to the Trust Board</u> The formal resolution proposed: <i>Does the board agree to ratify the appointments of David Williams (appointed under article 50A) and Elisabeth Fraser (appointed under article 50C) to join the board as LGB appointed directors.</i> Directors approved the appointments. ii) <u>Appointment of Foundation Governors to Mrs Ethelston's and Marshwood Local Governing Bodies</u> <i>The board agreed to appoint Jo Cursley to join the LGB of Mrs Ethelston's as a Foundation Governor (Exeter) and Sarah Forsey to join the LGB of Marshwood as a Foundation Governor (Salisbury).</i> Directors noted that there is a vacancy for a Foundation Governor on St Andrew's LGB. iii) <u>Committee Membership/Terms of Reference</u> Directors approved the amendment to the Terms of Reference for the First and Second committees. Committee membership to be taken from the pool of directors in revised ToRs.	

	No appointment dates have yet been received for new Foundation Directors.	
160322-7	<p>CEO Report <u>Staffing update – verbal report from AR</u> <u>Marshwood</u> - interviews arranged for a Y5/6 teacher after Easter. Anna Morgan is due to return in September from maternity leave. It is proposed that Kate Melville will be used across the trust schools for enrichment purposes. <u>Mrs Ethelston's</u> – Michaela Kite has appointed Kate Lyons as assistant Head. Other staff have now been appointed on permanent contracts. <u>St Andrew's</u> - advertising will take place for a Head of School for September, following Gerard Rourke's resignation from that role. AR noted that GR is keen to continue to work for the MAT on a part time basis. <u>Axminster</u> – permanent teaching positions in Y4, Y1 are being advertised, and Y6 teacher to be advertised internally.</p> <p><u>Staffing & Safeguarding</u> – taken under <u>part two minutes</u>.</p> <p><u>Loders</u> The transfer date for Loders to join the MAT is 1st April. AR reported that insurance was a complication, but this should be sorted and the school would therefore be able to join the RPA. The land issue however is on-going. The conversions costs have grown as a result of these complications. Action: VD to contact clerk at Loders re LGB information, the agendas, minutes and cycle of business.</p>	VD
160322-8	<p>Academy Performance targets (progress data). AR outlined the key points. i) Graham Jones as the Academy Trust adviser has conducted visits and asked for evidence at each school, based on their SEFs. He reported that Mrs Ethelston's would now be outstanding, while Marshwood & St Andrew's would both be good with outstanding features. Membury would be good.</p> <p>ii) In terms of measuring progress without levels, the schools are spending significant amounts of time looking at tracking progress. It is impossible to compare historic data using school pupil tracker, ie KS1 – KS2, so it is a years' worth of work, with the evidence obtained from looking at books over that time. The schools have worked hard to define what is ARE.</p> <p>iii) SATs testing is still being re- organised and results are difficult to predict. St Andrew's has been chosen as a trial group for Maths testing. The assessment system has been set up, regular moderation meetings are running and agreement arrived at for what this looks like across the MAT and across each year group. The ability to work across schools within the MAT has been a huge benefit over the last year.</p>	
160322-9	<p>MAT strategic plan AR reported that each school now has an individual SEF. GJ is returning the week of 20th June to do full inspections of all the schools. A draft of the strategic plan is being worked on by Graham Jones. Action: AR to confirm the 26th April for a meeting with GJ in Axminster to discuss the strategic plan. (For all directors). Directors discussed the growth of the MAT - which should be included in the strategic plan and possibilities for expansion. Working groups will need to be established to look at this in more detail.</p>	AR
160322-10	Reports from Portfolio Directors	

	To be discussed at the next meeting.	
160322-11	<p>Portfolio Leads Director level</p> <p>Directors discussed the portfolio holder areas and agreed allocations. VD to email directors with new allocations and ToRs.</p> <p>BA – Safeguarding & Curriculum NW – SEN & Inclusion PM – Personnel DW – Finance LF – EYFS MV – Parents & Community/Marketing BI – Premises & Health & Safety</p> <p>Directors agreed that <u>School Improvement & Standards</u> would be a portfolio area for <u>all directors</u> to have oversight of, while an education specialist is being sought.</p>	VD
160322-12	Academy Performance Review - SEF All schools now have a revised SEF.	
160322-13	<p>Training for Directors and LGB Governors</p> <ul style="list-style-type: none"> • Whole MAT training of new Directors/Governors to be arranged with Babcock. (Action: VD). CH suggested modular training over two evening sessions. Heads of school to be invited, along with Loders. • AR requested a booking on the 'Effective Governance in a MAT' course on 9th June. 	VD VD
160322-14	<p>Finance</p> <p>Management accounts</p> <p><u>Monitor the academy annual budgets proposed by each LGB & HUB.</u></p> <p><u>Hub:</u> A deficit over budget is forecast of £7830, mainly due to the inclusion of Membury which was not in the original budget.</p> <p><u>Axminster:</u> The present forecast is for a deficit over budget of £42900. This is mainly down to staffing overspend and a provision of £30k. There are sufficient funds in the carry-forward to cover this.</p> <p><u>Chardstock:</u> A small deficit of £2027 is forecast.</p> <p><u>Marshwood:</u> A surplus of £8355 is forecast, with a significant carry forward.</p> <p><u>Membury:</u> A small deficit of £1344 is forecast. Directors noted that pupil numbers have dropped this term.</p> <p><u>Mrs Ethelston's:</u> A small deficit of £2393 is forecast, there is a significant carry-forward in hand.</p> <p>Budget figures for MAT central have been sent to Cindy Porter, these require detailed analysis and discussion at the next Finance & Audit Committee meeting.</p> <p>Review the re-appointment of the Trust's auditors</p> <p>This requires further discussion with CP and a decision at the F&A Committee.</p> <p>Finance & Audit Committee membership agreed</p> <p>David Williams Nigel Whitaker Cindy Porter Andrea Rice Brian Impey</p>	
160322-15	<p>Risk Register/Review</p> <p>Review at next meeting. AR noted that a RPA Audit will take place on 23rd March at Membury.</p>	
160322-16	Safeguarding data report	

	Each school reported on its own safeguarding issues at recent LGB meetings.	
160322-17	Chair's/ Clerk's business Directors noted the resignation of Jane Rockett from the Board of Directors on 12 th March 2016.	
160322-18	<u>Review Clerk's hours</u> – Discussed under Part 2 Directors <u>agreed</u> the extra hours claim for work on the recruitment of new directors. CH to email MS to confirm details.	CH
160322- 19	Policy review and approval <ul style="list-style-type: none"> Health & Safety Policy – amend "headteacher' to 'head of school'. Approved subject to the change above. 	
160322-20	<i>The meeting closed at 9pm.</i>	
	Date and time of the next Board meeting Board Meeting: 24th May 2016 6.30pm, venue: Axminster Finance & Audit Committee: 12th May 2016 6.30pm, venue: Axminster	

Action

160322-7	VD to amend Safeguarding & SEND policies. VD to contact clerk at Loders and compile information for new LGB	VD
160322-9	AR to confirm the 26th April for a meeting with GJ in Axminster to discuss the strategic plan. (For all directors).	AR
160322-11	VD to email directors with portfolio holder details and ToRs	VD
	Whole MAT training of new Directors/Governors to be arranged with Babcock. (VD) Heads of school to be invited, along with Loders.	VD
	'Effective Governance in a MAT' course to be booked	VD
160322-18	CH to email MS to confirm clerks hours.	CH