

# ACORN MULTI ACADEMY TRUST

## Meeting of the Trust Board of Directors

6.30 pm Tuesday 9<sup>th</sup> February 2016  
St Andrews, Chardstock

### MINUTES

#### ACADEMY TRUST DIRECTORS

Initials	Name	
JR	Jane Rockett	Axminster
BA	Barry Allsop	Marshwood/Foundation
NW	Nigel Whitaker	Membury/Foundation
AR	Andrea Rice	CEO
CH	Carol Humphreys (Chair)	St Andrew's/Foundation

Item no	Agenda Item	Action
160209-2	<b>Welcome &amp; Apologies</b> Apologies were received from Jane Rockett.	
160209-3	<b>Declarations of Pecuniary Interests &amp; Eligibility</b> None declared	
160209-4	<b>Confidentiality &amp; Register of attendance</b> The confidentiality statement was on the Attendance Sheet signed by all attendees.	
160209-5	<b><u>Minutes of the Directors meeting held on 1<sup>st</sup> December 2015</u></b> Part one and Part two minutes were noted and <b><u>agreed</u></b> as an accurate record.  <b><u>Matters arising</u></b>  There were no matters arising and all other actions had either been completed or were included on the agenda for discussion.	
	<b><u>Strategic Items</u></b>	
160209-6	<b>CEO Report – including summaries of LGBs</b> AR gave a verbal report. <b>i) The HUB</b> AR reported on the HR issues and vacancies around the HUB in administration. Some were advertised internally, some externally. A senior admin officer has recently been appointed, (Mandy Slingsby) and as a result there will be greater emphasis on both the work of the HUB and uniting the administrative function of the schools. The directors <b><u>approved</u></b> the appointment – proposed (CH), seconded (BA). AR also reported that she is interviewing three people at the end of the week for the Personnel officer role. The Senior Finance Officer position has only received one application, it has been difficult to find both accountancy experience along with school experience. AR will continue to pursue this. An internal advert for the Finance Officer has resulted in the appointment of Jo Turner. The directors <b><u>approved</u></b> the appointment - proposed (BA), seconded (NW). An	

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advertisement is also out for a Junior Finance Officer, candidates will be interviewed at the end of the week.

**ii) Membury**

A TA job has been combined with a mealtime assistant and a one to one for a pre - school child. Interviewing will take place on the 11<sup>th</sup> February.

**iii) Axminster**

A Y3 teacher has resigned. The advert for Head of School has had four applicants, interviewing for the position will take place on the 25<sup>th</sup> February. The appointment would be for September 2016.

Early Years has had a grade restructure at Axminster, after the TUPE across of staff. Staff are keen to get the structure sorted out. Early Years at Axminster is proving a success, with 29 due to start in reception in September. (*The meeting went in to Part 2*).

**iv) Mrs Ethelston's**

The Assistant Head for Uplyme and the EYFS head will be advertised after half term.

**v) Premises and Health & Safety**

Most of the H&S audits have now been completed by Lorraine Tolman. Marshwood's audit revealed that the Devon H&S audit is more demanding than Dorset's.

CIF bids - outcomes due in March and April. The telephone system at Axminster has still not been sorted, further issues have arisen with BT. Axminster kitchens were discussed. Environmental health have recently down - graded the kitchen from a 4 to a 3. Devon Norse (caterers) do not pay for the use of the kitchen, or for wear and tear. This will be investigated further, along with the potential costs involved of upgrading, directors felt that more clarification was needed.

A lettings policy will need to be agreed for the Acorn Centre.

The Loders conversion progress is very slow, with the land ownership situation. However school improvement is looking strong and the school should be graded 'good' at the next inspection.

**vi) Teaching & Learning**

AR reported that the real focus has been around assessment and tracking. Assessment without levels is proving extremely hard, particularly the need to demonstrate progress. Moderation of Age Related Expectations (ARE) has been done in writing, the next one will be maths. Literacy and Maths subject leaders have been looking at how they identify progress.

MAT sporting events have been working well and have been well received by the schools. For Axminster, literacy and early years support has been bought in from Devon. Where there have been twilight sessions, staff have attended from the other schools. All Axminster staff have been assigned a mentor from one of the other schools.

Further work has involved the setting up of 'TA trios' between the schools. Early Years provision, training has taken place (attended by JC), support from advisers at Loders (phonics and early years) will be bought in for the other schools. In general there has been more swapping around and support between teachers, some working across schools and building relationships. Forest schools will be used for enrichment across the MAT.

**vii) Finance**

AR reported that David Domine (from Babcock) has worked on the submissions to the EFA, which has been time consuming. As a result, Heather Hudson has taken over a lot of the budget monitoring. NW and

	AR noted that a strategy is needed around financial planning to address priorities for the budget.	
160209-7	<b>Monitor Academy Performance targets and performance review</b> AR reported that this is a particularly difficult area using assessment without levels, heads of school have put forward targets of 70% at ARE by the end of the year. AR confirmed that the SLT are working on having progress data by the end of this term, a whole set of data will then go to LGBs and directors. The challenge is working on progress data from Y2 to Y6.	
160209-8	<b>Approve MAT strategic plan</b> There is a meeting for directors on 23 <sup>rd</sup> February with Graham Jones (6pm at St Andrew's) to discuss the strategic plan. <b>Action:</b> VD to add 'review strategic plan' to next agenda.	VD
160209-9	<b>Reports from Portfolio Directors - for information</b> Due to the current vacancies on the board, directors agreed that reports from portfolio holders should be delayed until the board has appointed new directors.	
160209-10	<b>Director vacancies/recruitment</b> The clerk confirmed that nine applications had been received from the advertisements for new directors. These had been placed (as agreed at the last meeting and subsequent emails) in the local free press and parish papers in early January. Directors agreed dates of 29 <sup>th</sup> February and 12 <sup>th</sup> March for the interviewing of new board directors. The clerk noted that two vacancies now existed for Foundation Directors (one Salisbury, one Exeter). These needed to be considered in the selection process. Directors referred to the Articles of Association of Acorn Multi Academy Trust and the appointment process of new directors under articles 50, 50A, 50B, 50C and 50D. <b>Action:</b> Clerk to email candidates inviting them for interview and to attach short application form.	VD
160209-11	<b>Portfolio Leads Director level – for discussion/re allocation</b> This item was delayed until the next meeting.	
160209-12	<b>Ethos Committee – confirm appointment of committee members</b> Directors <b>approved</b> the membership of the Ethos Committee as: Stephen Skinner, (Marshwood, Ex Officio), Rob Greenman, (Marshwood, Foundation), Maureen D'Albertanson (St Andrew's, Ex Officio), plus the heads of school from St Andrew's, Mrs Ethelston's and Marshwood. A further committee member to be appointed would come from Mrs Ethelston's (foundation governor). <b>Action:</b> Clerk to notify Ethos Committee members and arrange first meeting.	VD
160209-13	<b>Approve Academy Performance Review - SEF</b> AR updated directors: Graham Jones is producing a MAT SEF. Heads of school have been instructed to finish academy SEFs by half term.	
160209-14	<b>Training for Directors and LGB Governors</b> <b>Induction of new Directors</b> VD proposed the purchase of 'Welcome to Governance' handbooks from the NGA. BA proposed a current director should take one or two to visit new schools. Directors agreed to hold an informal meeting to welcome new directors to the MAT, prior to the first formal meeting. VD commented	

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	that an online set of induction information had been prepared, using resources from the NGA and Babcock.	
	<b><u>Accountability &amp; Monitoring</u></b>	
160209-15	<p><b><u>Finance</u></b></p> <p><b>a) Management accounts</b> To be reviewed at the next meeting.</p> <p><b>b) Approve Trust Annual Pay award inc CEO Performance Pay Award.</b> A 1% pay increase across the teaching staff of the MAT was awarded. The CEO's salary was reviewed, directors recognised that 2014/15 was a challenging year and awarded an annual pay increase. (<i>The meeting went in to Part 2 for discussion during which AR left the meeting</i>).</p> <p><b>c) Charging for residential trips</b> In response to the request for clarification from the LGB meeting at Mrs Ethelston's regarding the funding of residential trips, directors felt that LGBs should ask if the PTAs could help with the funding. This would be for situations where families were having difficulty paying in full.</p> <p><b>d) Staff questionnaire responses</b> The responses to the survey were reported at LGB meetings. BA commented that responses on the whole were positive and morale was good. Staff at all schools however felt that there was not enough input from governors, some were unsure of the MAT and its structure. Directors noted that action has already taken place to improve this across the schools. Directors agreed that the staff survey should be continued once a year, with some minor amendments. AR commented that the survey results should also be copied to her as line manager, along with the LGBs. CH noted that directors should drive this annual survey in the future.</p> <p><i>NW left the meeting at 8.40pm.</i></p>	
160209-16	<p><b><u>Risk Register/Review</u></b> Directors discussed the risk register. Areas needed to be reviewed termly, or split into areas of responsibility to be analysed. VD offered to look at the register and suggest areas of focus, prior to the next meeting.</p> <p><b>(Action)</b></p>	VD
160209-17	<p><b><u>Safeguarding report</u></b> AR reported that the MAT has bought in to 'CPOMS' – an online system of recording. The system links siblings, has the capacity to go across schools and it is also possible to link in the behaviour log. There have been safeguarding incidents reported recently and dealt with appropriately. (<i>The meeting went in to Part 2 for the discussion</i>).</p> <p>BA reported that he had received a letter from the EFA saying they were concerned about a safeguarding matter at Axminster, asking for a response. BA responded to this, clarified the position and the concern was removed.</p>	
160209-18	<p><b><u>Chair's/ Clerk's business - update from EFA Bulletins and correspondence.</u></b> The clerk confirmed that the MAT has now signed up to the NGA. BA reported that a new foundation governor at Marshwood is in the process of being appointed. There was no correspondence.</p>	
	<b><u>Administration</u></b>	

160209- 19	<p><b>Policy review and approval</b></p> <ul style="list-style-type: none"> <li>• <b>Capability Policy</b> - approved</li> <li>• <b>Complaints Policy</b> - approved</li> <li>• <b>Disciplinary Policy</b></li> <li>• <b>Equality Policy</b> - approved</li> <li>• <b>Flexible Working Policy</b> - approved</li> <li>• <b>Maternity &amp; Adoption Support Leave</b> - approved</li> <li>• <b>Redundancy Policy</b> - approved</li> <li>• <b>Intimate Care Policy</b> - approved</li> <li>• <b>Administration of Medicines Policy</b> - approved</li> </ul> <p>Directors <u>approved</u> and ratified all the above policies apart from the <u>disciplinary policy</u>. CH queried if the MAT was part of the Devon Audit Partnership, mentioned in the policy. VD to check with MS.</p> <p>The Chair thanked all for attending and the meeting closed at 9.25pm.</p>	VD
	<p>Date and time of the next Board meeting  <b>22<sup>nd</sup> March 2016 6.30pm</b>  Marshwood</p>	

### Actions

160209 - 8	Clerk to add 'review strategic plan' to next agenda.	VD (Mar)
160209 -10	Clerk to email candidates inviting them for interview and to attach short application form.	VD (Feb)
160209 - 12	Clerk to notify Ethos Committee members and arrange first meeting.	VD (Mar)
160209 -16	Clerk to suggest areas of the risk register to review at the next meeting	VD ( Mar)
160209 -19	Clerk to refer Disciplinary Policy back to personnel (MS).	VD (Feb)

Signed Chair of Directors..... Date .....

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