

Draft Minutes

Item	To be actioned by
<p>1. Welcome & Apologies Mrs Jan Halliday Mrs Pam Miller (Chair) Mrs Martha Mita Mrs Wendy Sherlock (AHT) Rev Peter Sharpe Mrs Jane Dudley Mrs Sarah Lyne (BM) Mrs Zoe Holmes</p> <p>Mrs Pat Nicholas, Clerk to the Board</p> <p>A warm welcome was extended to Mrs Holmes as the newest member of the Board.</p> <p>All present, no apologies received.</p>	
<p>2. Declaration of Interests</p> <p>No new declarations were made.</p>	
<p>3. Correspondence</p> <p>A letter had been sent to the Chair expressing concern about the awards event at St Keverne School. The Chair responded on behalf of the Board explaining that they had no involvement in the day to day running of the school.</p>	
<p>4. Minutes of the meetings held on 4th July 2017 and the 10th July</p> <ul style="list-style-type: none"> • The minutes of the 4.7.17 were presented in note form. Some minor rewording was discussed and agreed; the minutes were then signed as a true and accurate record. • The minutes of the 10.7.17 had been circulated with the agenda; some rewording was discussed and agreed; the minutes were then signed as a true and accurate record. 	
<p>5. Matters arising from the 4.7.17 minutes</p> <ul style="list-style-type: none"> • The new website is now live. • The admin staff recruitment process had been put back by one week. The interviews were now to take place on the 24th July. • There was no further information on the library. 	
<p>6. Finance: Approved budget(s) for 2017/18</p> <p>The budget papers were circulated at the meeting. The main points discussed by the Board were;</p> <ul style="list-style-type: none"> • The Directors heard that there were some revisions from the previous budget. • The income figure for UIFSM was based on a provisional payment received for 2017-18. • An SEND top up funding payment had been received for an eligible child. • The legal budget had been increased to cover additional costs. 	

<ul style="list-style-type: none"> • Overall, there was an in year overspend of £27, 966 • The MAT accountants had approved the use of unallocated reserves. <p>Directors were informed that the County subsidy for school meals was to be withdrawn at the end of the academic year; no notice had been given. In order to keep the MAT schools' current provision for school meals Keskowethyans would need to find an additional £57,500. Mrs Lyne had consulted with Chartwells regarding the alternative options, which were;</p> <ul style="list-style-type: none"> • 'Steamplicity', where food was pre-cooked off-site and delivered in vacuum sealed packs, for reheating on site. This would reduce the additional cost to £46,000 per year. • Having one kitchen at St Keverne to supply meals to all schools would reduce the additional cost to £17,000. • Keeping St Keverne and Grade Ruan kitchens open would reduce the additional cost to £28,500. <p>There had been an expectation that the Council would undertake a tender process for schools still within the County contract; this had not taken place. Mrs Lyne agreed to challenge the Council on the lack of notice on behalf of the directors.</p> <p>Directors agreed that efforts would be made to make savings in the coming budget, and that it was unlikely that there would be a surplus to carry forward.</p> <p>Mrs Lyne had used the LFS team at County for the Responsible Officer visit, the most recent visit had been very good, but during the year, previous visits had not been satisfactory. Having had a chat with the manager, she is hoping that this improvement will continue.</p> <p>It was proposed that the Directors accept the budget as it stood, including the worst case scenario on the school meals subsidy discussed; with a view to negotiating a better deal with Chartwells, and looking at ways to reduce the shortfall. The Board agreed.</p>	Sarah Lyne
<p>7. St Martin-in-Meneage School - update</p> <p>Letters regarding the closure of St Martin School had been sent out to stakeholders, as well as a press release, and information relating to staffing arrangements from September 2017. The Chair and Head would continue to work on the business plan through the week.</p>	
<p>8. Recruitment to the Board – update</p> <p>Mrs Miller had participated in a conference call with 'Academy Ambassadors'. The aim was to help academy schools to recruit professionals for their Trust boards. This service was financed by the DfE, at no cost to the schools. An advertisement would go out over the summer break, and any potential candidates would be interviewed against a person specification tailored to the MAT involved. This person specification can be retained by the MAT for future use.</p>	
<p>9. Staffing for the next academic year</p> <p>Letters have been sent to parents at the schools where there will be a change in staffing or class structure in the new academic year i.e. Grade-Ruan, Manaccan, St. Keverne and St. Martin.</p>	
<p>10. Any other business</p> <ul style="list-style-type: none"> • Linda Pettitt, the MAT DfE link at the RSC office, had been offering advice about what needs to be in place in terms of school improvement and finances before any agreement to join another MAT. Although this would be a fairly straightforward process once agreed, there would no grant funding available for legal fees, (although these would be much less than for the original conversion). 	
<p>11. Date of next meeting Tuesday 26th September at St Keverne school 5.30pm</p>	

12. Confidential items See separate set of minutes dated 17.7.17	
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Action Points

Agenda item	Action	By whom
6	Mrs Lyne agreed to challenge the Council on the lack of notice on behalf of the directors.	Sarah Lyne

_____ Date _____
Signed by the Chair, Mrs Pam Miller

Minutes	Date
Draft to Chair	
Received back	
Circulated to committee	
Draft to meeting for ratification	
Approved and signed by chair	
Saved to PDF	
Sent to Website (part 1 only)	
Filed in Company Minute Book	