

Draft Minutes of a Meeting of the Board of Directors of the Keskowethyans MAT, held at St Keverne School,
on Tuesday 14th November 2017 at 5.30pm

Draft Minutes

Item	To be actioned by
<p>1. Welcome & Apologies</p> <p>Mrs Pam Miller (Chair) Mrs Wendy Sherlock (AHT) Rev Peter Sharpe Mrs Jane Dudley Mrs Zoe Holmes Mrs Jill Ludbrook Mr Tony Sanders Mr Ian Ravenhill Mrs Susan Fawcett</p> <p>In attendance: Mrs Pat Nicholas, Clerk to the Board Mrs Sarah Lyne , Business Manager</p> <p>A warm welcome was extended to Mrs Fawcett and Mr Ravenhill as the newest members of the Board, and the meeting heard that both had been formally accepted as new Directors by the members.</p> <p>Apologies received from Mrs Martha Mita (Vice Chair).</p>	
<p>2. Declaration of Interests</p> <p>No new declarations were made. Forms were circulated for the new Directors.</p>	
<p>3. Correspondence</p> <p>Mrs Sherlock had received a letter from Derek Thomas MP, who relayed concerns he had received from parents about a lack of awards recognizing pupils' achievement at St Keverne School. Mrs Sherlock planned to respond, informing Mr Thomas of the changes made over the last two years, and highlighting all the new ways in which achievement was rewarded at the school.</p>	
<p>4. Minutes of the meeting held on 17th July 2017</p> <p>A number of amendments were agreed;</p> <ul style="list-style-type: none"> • A warm welcome was extended to Mrs Ludbrook <u>and Mr Sanders</u>... • Item 7 -'The schools were all a little under capacity, but were holding their own'...the words "a little" would be removed. • Item 9 – A freedom of information request had been responded to. • While not on the agenda, finance and premises reports had been received and acknowledged at the meeting. <p>With these amendments, the minutes of the 26th September meeting were agreed as a true and accurate record and signed by the Chair at the end of the meeting.</p>	
<p>5. Matters arising</p> <p>The board agreed to deal with matters arising towards the end of the meeting.</p>	

<p>6. Acting Head teacher's report</p> <p>Mrs Sherlock circulated her report at the meeting. The main points discussed were;</p> <ul style="list-style-type: none"> The report included safeguarding information giving the numbers of cause for concern reports, MARU advice and referrals. These numbers were given for all the schools to prevent individual families or pupils being identified. The meeting noted the importance of maintaining good relationships with parents when making MARU referrals. New directors were made aware that Rev. Sharpe was the Safeguarding Director. <p>Q: What constitutes a 'cause for concern'? A: This could be for a wide range of issues such as persistent absence, or something said by a child to a member of staff. These would be recorded and shared with the DSL (Designated Safeguarding Lead), but in most cases no further action would be necessary.</p> <p>Q: Where any of the causes of concern listed then referred to the MARU? A: Yes. (Directors asked if this could be shown in the figures for future reports).</p> <p>Q: Were children removed from the list for concern at any point? A: Yes, they were, following a review by the DSL and the class teacher.</p> <ul style="list-style-type: none"> Pupil premium was explained for the benefit of the new directors. Targets for staff were linked with the MAT improvement plan priorities for 2017/18. The plan was also being revised to include the key actions from the Ofsted report. <p>Mrs Miller thanked Mrs Sherlock for her report.</p>	
<p>7. Committee and PiLs (Partners in Learning) report</p> <ul style="list-style-type: none"> The PiLs terms of reference were circulated before the meeting. Directors discussed the matter at length and agreed that the PiLs would be included on the Curriculum and Premises committees; with Directors only on the Finance and Personnel committees. With this amendment, the terms of reference were agreed by the Board. A request was made by the PiLs for an efficient means of communicating key decisions made by the Board with them. A number of suggestions were made; it was agreed that these would be considered at the next Board meeting in January. Mrs Nicholas suggested that the Board consider introducing a code of conduct for PiLs and Directors, and guidance for any new PiLs on their roles and responsibilities. Mrs Nicholas was tasked to put together draft guidance for the Board's consideration. 	PN
<p>8. Finance & Business Manager's report.</p> <p>Chartwell's Update Directors had agreed to a three year proposal for two production kitchens at St. Keverne and Grade Ruan with deliveries to Manaccan, St. Martin and Coverack. Mrs Lyne had expressed her concern about the costings that Chartwells had provided, as she was unable to explain how these figures had been reached. Following contact with Chris Milne, a meeting had now been arranged in order to clarify the figures; Mr Sanders kindly agreed to attend and offer his expertise.</p> <p>Q: Was the MAT liable for any back charges? A: This was possible, but would be checked before any agreement was finalized.</p> <p>Mrs Lyne had been asked to investigate the school's responsibility in relation to the possible redundancy of Chartwell's staff; this responsibility lay with Chartwells and not with the MAT.</p> <p>Mrs Lyne had completed training for the new GDPR (General Data Protection Regulation) due to come into force in May 2018.</p>	

<p>9. St Martin-in-Meneage School - update</p> <p>There had been a suggestion of an ‘in principle’ decision from the DfE by mid-October; this had not been forthcoming. Derek Thomas MP had raised some issues about the proposed closure with the DfE, which prevented any decision at ministerial level until they had been addressed. Mrs Sherlock had expressed her frustration to the DfE, requesting a decision in principle by the 1st December. It then emerged that Mr Thomas had been offered a meeting with the RSC, three members of the St Martin Action Group, local authority and senior DfE representatives; after initial delays the date had now been set for Friday 17th November. There had been no invitation to the MAT board to send a representative.</p> <p>It was agreed that Mrs Miller draft a letter to the RSC, Lisa Mannall, expressing the Board’s disappointment at being excluded from the meeting, suggesting that it was important that the Board be kept informed, and insisting on being told of the outcome within seven days.</p>	<p>PM</p>
<p>10. Merger – update</p> <p>Directors had stepped up their negotiations with the Southerly Point MAT (SPCMAT). Following a meeting with Donna Bryant, CEO, and the Chair of the SPCMAT Trust Board, a way forward had been agreed, beginning with a series of meetings in the week of the 20th November. For these initial meetings Keskowethyans would be represented by Mrs Miller, Mrs Sherlock and Mr Sanders.</p> <p>Directors were delighted to hear that Mrs Sherlock had agreed to extend her acting headship to the end of the academic year.</p> <p>A statement to stakeholders from both sides had been reviewed by the Board and approved. Both statements would be circulated at the same time. Mrs Miller agreed to circulate the Keskowethyans statement to PiLs and members.</p>	<p>PM</p>
<p>11. Recruitment to the Board – update</p> <p>Mr Sanders appointment as a Foundation Director had been approved by the Diocese. There were no immediate plans for further recruitment; Mrs Miller expressed her thanks to the Diocese and Academy Ambassadors for their assistance. Directors offered their own thanks to Mrs Miller for her efforts in successfully recruiting new Directors.</p>	
<p>12. Safeguarding</p> <p>The main points were:</p> <ul style="list-style-type: none"> • Mrs Miller had attended the Diocesan Synod on the 11th November, and shared their ethos around safeguarding following a successful inspection of diocesan procedures. • The model safeguarding policy produced by CAPH was under review and would be ready for approval in the Spring Term. • All DSLs had attended Operation Encompass training. This was a police initiative to safeguard and support children who have been involved in a domestic abuse incident. Following an incident at home, schools would be informed before the child attends the following day. 	
<p>13. Any other business</p> <ul style="list-style-type: none"> • The Directors agreed to the request from the premises committee to develop the swimming pool area at St Keverne, and invite the staff and children to submit their ideas. • Mrs Miller thanked Mrs Nicholas for putting together a list of suggestions aimed at improving procedures for meetings. There was also a suggestion for making agendas more robust, perhaps by developing a standard agenda for board meetings. Directors discussed the matter and Mrs Nicholas offered clarification on some points. • Pupils from Grade Ruan School represented the MAT at the Education Sunday service at Truro Cathedral on the 17th September 2017. • The admission policy for 2019/2020 would need to be agreed before the end of March – no changes were needed. • The Finance Policy/ Scheme of Delegation, and the Capital and Reserves Policy would be approved by the Board on the 7th December following the presentation of the accounts meeting. 	

<p>Matters arising</p> <ul style="list-style-type: none"> Mrs Goldsack, Mrs Talyor and Mrs Sherlock will be meeting on the 16th November to update the website and ensure that Directors have their access restored. 	
<p>14. Date of next meetings</p> <p>MAT Board – Thursday 7th December 2017 at St Keverne school 5pm (presentation of accounts) Finance – Tuesday 23rd January 2018 at St Keverne school 5pm PiLs – Monday 29th January 2018 at Coverack School 5.30pm MAT Board – Tuesday 30th January 2018 at St Keverne school 5.30pm Premises – Thursday 1st February 2018 at Coverack School 5.30pm Curriculum – Tuesday 20th February 2018 at St Keverne school 5.30pm</p>	
<p>Confidential items See separate set of minutes dated 14.11.17</p>	

The meeting concluded at 7.40pm.

Action Points

Agenda item	Action	By whom
7	Mrs Nicholas agreed to draft guidance for PiLs on their roles and responsibilities.	PN
9	Mrs Miller to draft a letter to the RSC, Lisa Manall.	PM
10	Mrs Miller to circulate the statement on the proposed merger with SPCMAT to PiLs and members.	PM

Signed by the Chair, Mrs Pam Miller

Date _____

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	