



An Daras Multi Academy Trust

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Board of Directors Chair – B Jennings

25/03/19

Minutes

An Daras MAT Board of Directors – Full Meeting Spring 2019
Monday 25th March 2019 at 9.30am at ADMAT Central Office

Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue

1. **Welcome and Apologies**

Present: Brian Jennings (Chair), Bex Couch, Claire Paul, Tim Woodward, Peter Hague and Will Hermon

Apologies: Graeme Garriball, Nicola Murphy, Sally Cooksey

In attendance: Governance Officer, Emma Gilbert (CFO) and Jo Callow (Ex Officio)

2. **Declarations of Interest/Pecuniary Interests Relevant to this Agenda**

None relevant to this agenda.

3. **Confirm Minutes of Previous full Board Autumn Meeting (3rd Dec 2018) and Matters Arising**

- Proposals for re-organisation of office space, or renting additional space or options for income generation to RSS/FSD (WH). *Discussed at committees, see item 11c below.*

The Board agreed that the minutes were an accurate record of the meeting and the Chair signed a copy.

4. **Confidential Agenda Items**

Staffing matters covered at confidential minutes.

5. **Review Documents**

a. **Compliance with Funding Agreement**

Compliant but if Princetown joins the MAT, some of the earlier schools in the MAT will be given a new funding agreement.

b. **Complaints and Compliments**

WH updated on the background to complaints this term. One complaint to OFSTED regarding SEND provision; a comprehensive report sent to OFSTED. One grievance from previous staff member; MAT grievance panel sat and did not uphold. One complaint from parents at NP regarding the sewage system and the management of it; treated as a stage 2 MAT complaint, WH investigated and complaint was rejected as this issue can not be resolved at school level.

No formal compliments received. Although BC noted that parental surveys have been positive on the whole and EG noted that feedback regarding Princetown has been positive.

6. **Risks and Improvement**

Risk register not changed but will need reviewing next term. Current RSC is leaving and new RSC is unknown as yet.

Improvement Plan Update – detail provided on the MAT improvement plan:

- Priority 1 – a great deal of writing provision in place.
- Priority 2 – IT access and curriculum is being looked at with provision of new IT. MAT will be looking at Visible Learning accreditation.
- Priority 3 – WH noted SIAMS training and the need to update the vision. WH, BC, TW and Rebecca Brewer will meet to review, discuss and ascertain up to date MAT vision on 1st April. Parents evenings have been trialled at 30 minutes for per child to improvement engagement with parents. Teachers are released for this extra time and the Directors discussed the management of this.
- Priority 4 – CP updated on TIS. She noted that protected time is required but even without individual interventions, it needs to be approached from a ‘whole school’ perspective.
- Priority 5 – nothing to report at this stage.
- Financial Improvement Plan – CFO is overseeing the changes to financial staffing and processes.

WH updated Directors on wider curriculum work that needs to be done to meet the new OFSTED framework, and that OFSTED will be conducting pilot inspections. The Directors discussed the management of the curriculum across the MAT rather than at school level, the sharing of resources and MAT level curriculum leaders in order to meet the OFSTED requirements.

7. **Appoint Responsible Officer**

Bishop Fleming is appointed Responsible Officer now as local authority found wanting. A general check is due soon and a more detailed bespoke check of certain elements will be done in the summer. **BC challenged what is good practice in terms of time before changing responsible officers as its important that there is an opportunity to see things with fresh eyes?** WH noted last year it was local authority and this is Bishop Fleming's first year. ***Directors agreed to appoint Bishop Fleming for the next financial year.***

8. **Receive S157 Safeguarding Annual Return and Action Plan**

CP updated on the new S157 that is slightly shorter (noting Devon schools use a different audit). New submission date is 1st April. CP noted that safeguarding training requirements are quite vague in KCSIIE and that annual updates can be done by email. The requirements for training were discussed and agreed that it needs to focus on updates and responsibilities. **BC challenged that ensuring the staff actually understand their responsibilities rather than just know them is important.** It was agreed that the training requirements will be mapped out.

Action: Map out safeguarding training requirements including updates for staff to take account of requirements, good practice and cost (CP, WH and JC)

9. CEO Report to the Board

WH noted that OFSTED will only be using IDSR which only looks at EYFS, KS1 and KS2 and not school internal data for the years in between. This is an issue for some schools as the de-aggregated internal data tells the true picture and we are now not able to put forward the actual picture.

WH updated on data and noted that the town schools are falling behind the smaller schools in terms of progress. **EG challenged whether the support for the smaller schools has taken a toll on the larger schools.** Some of the issues were discussed including children with behavioural or SEND issues that do not come with additional support, previous staffing issues and the need to keep focus on years 3, 4 and 5. **BC challenged how we can ascertain why some things work at some schools and not others, and capitalise on this?** WH noted that this is being done.

OFSTED inspection programme: SSCA due any time, WHA due in 2020, SC due now, LT due within 18 months. Intent, implementation and impact of the curriculum is the focus for future OFSTED inspections. WH noted the need to have a MAT level SIAMS protocol and the latest requirements for collective worship also needs to be looked at across the MAT.

GB noted by email the drop off in projected pupil attainment and that lower attendance figures will without doubt be having an affect on this; he challenged whether the attendance is down due to one or two lengthy absences or is it more wide spread and do parents need reminding of the importance of ensuring children attend school daily? Low attendance is partly due to winter illness, there has been flu and norovirus that has involved 40-50 children off at a time. This should improve but it has no doubt impacted on attainment. Action is taken against parents who persistently offend including the use of the courts. Figures will be assessed again in May as attendance levels should have improved by then.

WH noted that the MAT conducted the minimum GDPR requirements initially until the processes were properly confirmed. Risk is low but GPDR review will be done next term and the policy tightened up accordingly.

Some staffing matters discussed at confidential minutes.

10. Items Brought Forward from LGAB Meetings

None.

11. Items Brought Forward from Sub-Committees

a. Teaching, Learning and Achievement (TLA)

None

b. Resources, Staffing and Safeguarding (RSS)

None

c. Finance and Strategic Development (FSD)

○ NP Sewage System Expenditure Approval

WH updated Directors on issues at NP – sewage, woodworm and grease trap. Initial quote for sewage system is around £45K and this might be a conservative quote. Additional work required could lead to costs of at least £70K. WH

highlighted options for funding but he has been advised that we need to wait for the funding windows to open to access funds through CIF bids. There is a requirement for 3 quotes and environmental planning liaison, and the use of a project manager with expertise in this field is needed to sort this soonest so that emergency funding can be bid for. WH noted that parents need to be reassured that action is being taken but that it will not be a quick process due to restrictions outside of both the school's and MAT's control. The Directors discussed the viability of the school given these costs but agreed to explore all avenues to solve the problems. **PH challenged whether the local authority can be held to account as some of the issues stem from when they controlled the school?** WH is looking into the paperwork for this.

Directors agreed to appoint a project manager (expert) to look at the issue along with the woodworm (noting access due to bats) and obtain 3 quotes. WH and EG will liaise with ESFA reference emergency funding.

- **Proposal to rent Office Space**

The Chair noted the need to make a decision. **BC challenged the reputational stance of expenses at schools versus additional expenditure at central.**

Directors agreed it was a minimal cost (compared to other projects), that income will be generated to cover the costs (especially given the lack of training opportunities in this area) and that the space will also be used for children (off site interventions for example). That said, this does need to be communicated properly. **Directors agreed that WH can pursue the option of leasing the additional office.**

- **IT Plan and cost approval**

Three quotes noted. The differences in the quotes were discussed. GB noted by email that having looked through the IT price, he can't see a down side to using the cheaper firm, the kit is the same and the initial back up is covered by the manufacturer. That said, GB noted that re-negotiating a better deal with other companies is an option and offered his assistance. The Directors discussed the differences in price and the differences in specification of equipment, as it is not the same throughout.

Directors agreed to lease the equipment rather than purchase. Directors approved WH to negotiate with one particular company that has higher specification equipment to negotiate a price closer to the lower quote, and then to go ahead and lease the equipment.

- **MAT Strategic Growth Plan**

Directors will hold a separate meeting to discuss this. TM suggested tagging this on to a committee meeting next term to avoid additional travel for those Directors that have furthest to travel – Audit committee date with NM & BC would be ideal (20th May) – TM will be in touch via email.

- **Critical Incident Policy**

WH noted the revised critical incident policy. Directors approved and TM will distribute.

d. **Audit (Au)**

None

12. Director Cyclical Plan Review

TM outlined review process and more to follow next term.

13. Any Other Business

- Diary date for Chair – Thursday 5th Dec 19 – WH and JC performance management with Liz Brand

14. DONM

Dates confirmed as TLA 1st May 9.30am, FSD 8th May 9.15am, RSS 15th May 9.30am, Au 20th May 9.30am and Full BoD on 1st July 9.30am.

Meeting closed at 12.40pm.

TJH Martin

Governance Officer

Distribution List:

B. Jennings – Director (Chair)	S. Cooksey – Director
G. Barriball – Director (Vice)	P. Hague - Director
C. Paul – Director	W. Hermon – CEO/Director
N. Murphy – Director	E. Gilbert – CFO
T. Woodward – Foundation Director	J. Callow – Ex Officio Observer
R. Couch – Foundation Director	